



# KC BEAUTY ACADEMY

## School Catalog

January 1, 2025, to December 31, 2025

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*Disclaimer: We reserve the right to make changes and modifications as needed. Paper copies are available upon request.*

706 E. 1<sup>ST</sup> Street Los Angeles, CA 90012 | (213) 253-9999 | [www.kcbeautyacademy.com](http://www.kcbeautyacademy.com)

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## Mission Statement

The mission of KC Beauty Academy is to provide students with the training, knowledge, and technical skills necessary to pass the California State Board of Barbering and Cosmetology written examination required for a state license. Successful students will be equipped to work effectively in the beauty industry. To achieve this objective, KC Beauty Academy takes the following actions:

Maintains a highly skilled and qualified teaching staff.

Offers students a comprehensive curriculum covering foundational aspects of beauty industry-related careers and subjects, emphasizing salon techniques and contemporary trends.

Instills the importance of professionalism and business skills in beauty industry-related career paths, including high standards of workmanship and personal conduct, enabling students to secure entry-level employment and become valuable assets to the salon or spa of their choice.

Conducts its operations in an ethical and educational environment that is recognized within the beauty industry-related career path.

## Approvals

1. KC Beauty Academy (Referred to in this catalog as KCBA), 706 E. 1<sup>st</sup> St., Los Angeles, CA 90012 (where training is provided) is a private postsecondary institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone: (916) 431-6959 Toll-Free: (888) 370-7589 Fax: (916) 236-1897

The following programs are approved:

Cosmetology	1,000 clock hours
Cosmetology Hybrid	1,000 clock hours
Barbering	1,000 clock hours
Esthetician	600 clock hours
Esthetician Hybrid	600 clock hours
Manicuring	400 clock hours
Manicuring Hybrid	400 clock hours
Barber to Cosmetology Crossover	300 clock hours
Cosmetology to Barber Crossover	200 clock hours

2. State of California Board of Barbering and Cosmetology (BBC). P.O. Box 944226 Sacramento, CA 94244-2260 [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) Phone: (800) 952-5210
3. KC Beauty Academy is authorized by the U.S. Department of Education (USDE) to participate in Title IV programs, including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Iraq and Afghanistan Service Grant, and Federal Student Loans.
4. KC Beauty Academy is a Student and Exchange Visitor Program (SEVP)-certified school eligible to enroll M-1 students in the United States.
5. KC Beauty Academy is accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS). 3015 Colvin Street, Alexandria, VA, 22314 [www.naccas.org](http://www.naccas.org) Phone: (703) 600-7600 Fax: (703) 379-2200

KC Beauty Academy certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of KC Beauty Academy. KC Beauty Academy updates this catalog on an annual basis. The academy also makes every effort to ensure the accuracy of the information obtained. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed

to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov) toll-free telephone number (888) 370-7589 or by Fax (916)263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet Web site at [www.bppe.ca.gov](http://www.bppe.ca.gov)

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

## History and Ownership

Yuko T. Koach, a licensed Cosmetologist and Union 706 member for over 20 years, founded KC Beauty Academy in September 2014. KC Beauty Academy is proud to be family-owned and is committed to providing students with the support and motivation needed to prepare aspiring creatives to become licensed professionals. What makes KC Beauty Academy a truly unique institution is its location and commitment to fostering a diverse environment. Nestled in downtown Los Angeles, not only do we pride ourselves on our diverse student body, but we also positively encourage the freedom of self-expression. As such, we encourage all our students to attain real-world, pragmatic skills that will prepare them for their creative careers.

## Bankruptcy Disclosure

KC Beauty Academy does not have a pending petition in bankruptcy and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not 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.)

## Facility

KC Beauty Academy's campus is located in Downtown Los Angeles and occupies 3,109 square feet in a facility located at 706 E 1<sup>st</sup> Street, Los Angeles, CA 90012. Classrooms are equipped with TV/DVD, visual aids, and/or other instructional resources, which are for the use of students. The school assumes no responsibility or liability for lost or stolen personal items. Students will be held responsible for replacing any lost, stolen, or damaged items. The facility and equipment used fully comply with all federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access, and health. The academy is divided into a reception area, offices, dispensary, theory, practical classrooms, student clinic, and break room. Dressers, shampoo bowls, dryers, portable dryers, mannequins, manicure tables, tools, cubbies (note: students provide their own locks), facial tables, steamers, wax pots, microdermabrasion machines, magnifying lamps, and other current modalities to perform on-demand services and other equipment are furnished for the benefit of students. The institution furnishes all equipment as mandated by the Board of Barbering of Cosmetology Article 6. Section 904 is listed below:

The minimum equipment for a school of cosmetology shall be as follows:

Electrical equipment for instructing in skin care and electrical facials.

NOTE: Equipment shall not be used to stimulate to contract, or for contracting, the muscles of the body or face.

Mannequins, with a full head of hair (10)

Time clocks or time scanners (1)

Shampoo bowls (5)

Dryers (6)

Facial chairs or facial couches (2)

Manicure stations (6)

Pedicure chairs (2)

Thermal hair straighteners  
Non-electric comb (3)  
Stove (for non-electric combs) (1)  
Electric curling iron (1)  
Non-electric curling iron (at least two sizes) (3)  
Stove (for non-electric curling irons) (1)  
Hairstyling or barber chairs (15)

Access for handicapped students to the institution's facilities is available. The institution does not offer special facilities beyond what the city ordinance mandates or any other offering of special programs for the handicapped.

## Health And Physical Considerations

At KC Beauty Academy, we strive to create a learning environment that reflects the standards and pace of real-world salon and spa settings. Students are expected to approach their education with professionalism, commitment, and a positive attitude. This includes active participation in both theory and practical lessons, taking initiative in their learning process, and demonstrating respectful, client-centered service and teamwork.

The beauty industry is physically demanding. Students should be prepared for extended periods of standing, repetitive hand and arm movements, and frequent bending and reaching. To support long-term career wellness, proper posture and ergonomics are emphasized throughout training to help prevent strain or injury.

Students will work with chemical products, heated styling tools, and various skincare and salon equipment. Strict adherence to safety protocols is required at all times.

## Statement Of Non-Discrimination

KC Beauty Academy does not discriminate based on race, creed, color, religion, sex, sexual orientation, gender expression, gender identity, disability, age, marital status, ethnic origin, national origin, or residence in its admissions, staffing instruction, and/or graduation policies.

## Holidays and Closures

The following holidays are observed:

Holiday / Break	Date(s)
New Year Day	January 1, 2025
Martin Luther King Jr. Day	January 20, 2025
President's Day	February 17, 2025
Memorial Day	May 26, 2025
Juneteenth	June 19, 2025
Independence Day	July 4, 2025
Labor Day	September 1, 2025
Veteran's Day	November 11, 2025
Thanksgiving Break	November 27 - 29, 2025
Christmas Break	December 24 - 25, 2025

New Year's Eve	December 31, 2025
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\*If the school must close for emergencies or other unexpected reasons, students will be notified by phone, e-mail, and/or a notice posted on the front door explaining the reason for the closure and the date of re-opening. Additional holidays, including religious holidays, are subject to extra instructional charges. Subject to change at any time.

## Class Start Dates

For all programs:

Start Date	Day of the Week	Start Date	Day of the Week
January 6, 2025	Monday	July 7, 2025	Monday
February 3, 2025	Monday	August 4, 2025	Monday
March 3, 2025	Monday	September 8, 2025	Monday
April 7, 2025	Monday	October 6, 2025	Monday
May 5, 2025	Monday	November 3, 2025	Monday
June 2, 2025	Monday	December 1, 2025	Monday

## Orientation

Orientation is mandatory and held on the first day of school. The purpose of orientation is to provide all new students with essential information regarding school policies and procedures, course goals, faculty, career guidance, and student services. Failure to attend will result in the enrollment contract to be terminated.

## Constitution Day and Voter Registration

KC Beauty Academy celebrates Constitution Day on September 17<sup>th</sup> of every year, to commemorate the September 17, 1787, signing of the Constitution, as required by the Department of Education.

Additionally, KCBA encourages all students and staff to vote in every election. You can register to vote online visit [Voter Registration](#).

## Campus Hours

Administrative Hours	Monday – Friday	10:00 am – 6:00 pm
Student Campus Hours	Monday – Saturday	10:00am – 6:00 pm
Online Hours (Hybrid)	Sunday - Saturday	12:00 am – 12:00 pm

## Admissions Policy

### **Admission Requirements**

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. Prospects must also visit the school's physical campus and speak with a school representative to discuss their educational goals in person.

The catalog is available for download at [www.kcbeautyacademy.com](http://www.kcbeautyacademy.com)

To be considered for admission to KC Beauty Academy, applicants must:

1. Complete an admission application.
2. Submit a non-refundable \$100.00 registration fee.

3. Provide proof of age (acceptable documents include a valid government-issued photo ID or passport)
4. Provide a valid Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)
  - If the student does not possess an SSN or ITIN, they must sign a "Statement of Intent," acknowledging that a valid SSN/ITIN is required for state licensure exams and federal financial aid eligibility. Students enrolling without an SSN/ITIN understand that their educational goals does not include licensure or federal aid.
5. Provide proof of secondary education completion in the United States, which may include one of the following:
  - High school diploma
  - Official high school transcript indicating graduation
  - GED certificate
  - State-issued certificate of homeschool completion
  - College transcripts showing degree completion.

KC Beauty Academy does not accept Ability-to-Benefit (ATB) students.

#### Foreign Secondary Education:

Students with a high school diploma or transcript from outside the U.S. must provide:

- An English translation of the document.
- Verification from a recognized third-party agency confirming that the education is equivalent to a U.S. high school diploma.

6. Demonstrate basic English proficiency. All programs are taught in English. English proficiency can be determined by the successful completion of high school, in which English is the sole language of instruction.

Proficiency may also be demonstrated through one of the following:

- GED completion where instruction was in English
- U.S. college degree
- Passing the TOEFL English Proficiency Exam with a score of 80 or higher

KC Beauty Academy does not provide ESL (English as a Second Language) classes or translation services.

#### Crossover Program Applicants Only

7. Applicants for the Barber to Cosmetology Crossover or Cosmetology to Barber Crossover programs must hold a valid and current California license in either Barbering or Cosmetology, depending on the program.

## Verification of High School Diploma

KC Beauty Academy will verify the authenticity of the student's high school diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide an official high school transcript showing the dates of entrance and graduation and the courses completed. If a transcript is not available, the student will be required to take and pass a GED test prior to Enrollment.

## International Student Admissions

KC Beauty Academy is authorized to enroll non-immigrant, foreign students and is approved to issue the necessary documentation to support M-1 student visa applications. Our Admissions Office is available to assist international applicants throughout the enrollment and visa process.

Prospective international students should contact the Admissions office at:

[admissions@kcbeautyacademy.com](mailto:admissions@kcbeautyacademy.com)

All international applicants must meet the general admissions requirements outlined in this catalog.

Important Note: A valid Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) is required to apply for the California State Board licensing examination. Students without an SSN or ITIN may still enroll for non-licensure educational purposes.

Additional Cost for International Students

- \$250.00 I-20 processing fee (non-refundable)

Types of International Students Eligible for Admission

- International Students

Individuals who are not U.S. citizens or permanent residents and are applying to study under an approved M-1 Visa.

- Transfer Students

Students currently enrolled at another accredited U.S. institution under an active M-1 Visa who wish to transfer to KC Beauty Academy.

- Change of Status Students

Individuals currently in the United States on a different visa type who wish to change their status to an M-1 Visa in order to study at KC Beauty Academy.

Our team is here to guide you through each step of the admissions and visa certification process.

Please reach out to us with any questions or concerns regarding your application.

## Transfer of Credit / Prior Training Policy

KC Beauty Academy may grant appropriate credit for prior training completed at approved institutions upon review and verification by a school administrator. All prior education must be evaluated for validity and transferability in accordance with the California State Board of Barbering and Cosmetology's mandated curriculum. This evaluation must be completed prior to the student's first day of class.

In most cases, KC Beauty Academy will accept up to 50% of the total program hours from previously attended state-approved schools. For example, a student enrolling in the 1,000-hour Cosmetology program may be eligible to transfer up to 500 hours. The final number of transferable hours will be determined based on the Board of Barbering and Cosmetology's guidelines and requirements. KC Beauty Academy reserves the right to determine the number of clock hours accepted.

Please Note:

KC Beauty Academy does not award credit based on challenge exams or achievement tests.

- Students who completed training in a foreign country or a U.S. state outside of California must apply directly to the California Board of Barbering and Cosmetology (BBC) for eligibility determination.
- KC Beauty Academy does not have the authority to grant eligibility for licensure or hour recognition from foreign institutions or out-of-state programs.

Students are encouraged to begin the transfer and evaluation process as early as possible to ensure timely enrollment and accurate credit assessment.

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

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

## Prior Experiential Learning

KC Beauty Academy does not offer credit for prior experiential learning.

## Articulation

KC Beauty Academy does not have an articulation agreement between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction.

## Re-Entry Policy

Students who wish to re-enroll at KC Beauty Academy after withdrawing must wait a minimum of 180 days before submitting a new application for admission. Re-enrollment is subject to approval by the Academy and is not guaranteed.

Students must also pay any current registration fees and meet all admissions requirements in place at the time of re-application.

Students who are approved for re-enrollment will return under the same Satisfactory Academic Progress (SAP) status that was in effect at the time of their withdrawal. The cost of the program of study will be based on the current cost of tuition and fees.

## CA Board of Barbering and Cosmetology Licensing Requirements

To be eligible to take the CA Board of Barbering and Cosmetology license examinations, applicants must:

- Complete the required course hours in an approved school by the CA State Board of Barbering and Cosmetology
- Submit an application and the required fee
- Have at least a 10<sup>th</sup>-grade education or its equivalent, and be at least 17 years of age
- Is not subject to denial pursuant to Section 480

## Academic Policies

### Hybrid – Distance Education Policy

KC Beauty Academy offers a hybrid distance education program through CIMA by Milady, allowing students to complete up to 50% of their program hours online, as specified in their enrollment agreement.

**Program Structure:** The online component is delivered in an asynchronous format, which means students may complete their online coursework at their own pace within assigned timeframes. Although there are no set class times for online instruction, students are required to maintain consistent engagement and substantive interaction with instructors on a regular basis.

**Online Hours Tracking:** KC Beauty Academy uses Milady CIMA, an accredited online learning platform, to record and track all students' online theory hours. The system automatically tracks hours based on login, engagement, and completion data. **To ensure compliance with accrediting and state regulatory requirements, the institution will only recognize and report hours as recorded on the official CIMA system reports.** Personal tracking by students, including self-reported hours, screenshots, or personal time logs, will not be accepted in place of the official records. Students may request these reports in writing.

**On-Campus Requirements:** All practical operations must be completed in person at the Academy.

**Monthly Evaluations:** A qualified instructor will assess the student's performance on campus at least once per month for any distance education completed in the previous month.

### Graduation Requirements

To graduate, students must:

- Complete all curriculum requirements (online and in-person)
- Achieve a minimum passing score of 75% on both the final on-campus theory exam and the comprehensive on-campus practical final evaluation.

All academic transcripts will clearly indicate any distance education hours completed as part of the program.

**Disclaimer:** Before enrollment, all students are provided with a distance education disclosure, which outlines that hours earned through distance education at KC Beauty Academy may not be accepted for licensure or reciprocity in other states. A signed and dated copy of this disclosure is retained in the student's file.

#### **Attendance Policy for Distance Education**

Students are not permitted to exceed their scheduled weekly online hours. Any excess hours will be removed from their total. Students must attend weekly on-campus practical sessions in addition to their online coursework. Students are not permitted to complete online theory hours during their scheduled practical class times. This rule applies even if the student is absent from class on that day. Practical class hours are reserved exclusively for hands-on training, demonstrations, and client services. Online coursework may only be completed outside of scheduled practical hours, as outlined in the student's program schedule.

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#### **Technical Requirements for Distance Education**

To participate in the online portion of the program, students must have access to a reliable internet connection and a compatible device.

**Supported Devices:** Desktop, laptop, computer, tablet.

(Android devices are not fully supported)

**Supported Operating Systems:**

Windows: Versions 7, 8, 8.1, 10

macOS: 10.13 (High Sierra), 10.12 (Sierra), OS X 10.10–10.11 (Yosemite, El Capitan)

Chrome OS

iOS: Version 9 or later

**Supported Web Browsers:**

Windows: Chrome (v69+), Firefox (v62–63), Microsoft Edge (v16+), Internet Explorer 11 (Windows 7 & 10; limited functionality)

macOS/OS X: Chrome (v69+), Safari (v11+)

iOS: Safari (v10+)

Note: Android mobile browsers are currently not officially supported.

## **Attendance Policy**

Regular attendance and punctuality are essential in preparing students for a successful career in the beauty industry. KC Beauty Academy requires all students to attend classes according to the schedule outlined in their Enrollment Agreement.

### **Attendance Requirements**

**Clock Hours:** Students must clock in and be present for roll call to receive credit for hours. Students not present at roll call will not receive clock hour credit for that time.

**Minimum Attendance Standard:** Students must maintain a minimum cumulative attendance rate of 70% of their scheduled hours.

**Maximum Timeframe for Completion:** All programs must be completed within 150% of the scheduled program length as stated in the Enrollment Agreement.

### **Reporting Absences**

If a student is unable to attend class:

They must notify the school prior to the start of the scheduled class time on the day of the absence.

Supporting documentation (e.g., a doctor's note, court documents, etc.) is required for excused absences.

### **Break Time and Campus Policy**

Students are expected to adhere to the allotted break times. If a student is off campus beyond their designated break period, they will be clocked out for any excess time.

#### Attendance Status

To be considered	A student must take at least
Full-time	24 clock hours per week
Part-time	20 – 23 hours per week

## 14-Day Absence Policy

If a student is absent for 14 consecutive calendar days, including weekends and holidays, and does not have an approved Leave of Absence on file, the student will be considered to have abandoned the program and will be administratively withdrawn from KC Beauty Academy.

## Tardy Policy

Consistent daily attendance and punctuality are essential to each student's success, both during their program and in their future career in the beauty industry. KC Beauty Academy emphasizes the importance of professionalism, beginning with timely attendance.

#### Clock-In Expectations

Students must clock in no later than their scheduled class start time to receive full credit for the day. Time is recorded to the minute using the school's biometric time clock system.

To avoid being marked tardy, students must be:

- Clocked in
- In full uniform
- Seated in their assigned classroom.
- Prepared to begin classwork by 10:15 a.m. for the theory session, or start of the practical session when roll call is conducted.

#### Tardiness Policy

Any student not meeting the criteria above by 10:15 a.m. will be marked tardy and may NOT clock in until the session is over. Late students may clock in for the 2<sup>nd</sup> session for practical classes. Any late students for the 2<sup>nd</sup> session will be sent home.

Tardiness is considered unexcused and reflects unprofessional conduct.

#### Excessive Tardiness

If a student is marked tardy three (3) times or more within one calendar month, they will be suspended for one full day of instruction.

Continued tardiness may result in further disciplinary action, up to and including administrative withdrawal.

## Grading Policy

KC Beauty Academy uses the following grading scale for written and practical exams:

Percentage	Grade
75% - 100%	Satisfactory / Passing
0 – 74%	Unsatisfactory / Failing

## Late Work Policy

Students are expected to complete all assignments and exams on time. If a student is absent on the day of an exam, they may be eligible to take a make-up exam only under the following conditions:

- The absence must be due to a serious and compelling reason with documentation, and
- The student must obtain prior approval or retroactive permission from the instructor.

Re-examinations will be scheduled at the instructor's discretion and announced to all eligible students. For students who miss an exam without a valid excuse, a 10% deduction will be applied to any late work or make-up exam submitted.

## **Exam Retake Policy**

Students who receive a score below 75% on any exam may request to retake the exam one time only in order to improve their grade. The final score will be calculated as the average of the original exam score and the retake score. Only one retake per exam is allowed. Retake requests must be approved by the instructor and scheduled in a timely manner.

## **Make-Up Hours Policy**

Students have the opportunity to make up missed hours, but only after reaching 75% of their scheduled program hours. Make-up hours are subject to the following conditions:

1. Students must have used the 14-calendar-day grace period added to their original on-time graduation date as stated in the Enrollment Agreement
2. A request must be submitted by the student, and a meeting scheduled with the Admissions office for approval.
3. Make-up hours must be completed outside their class schedule, in addition to maintaining the student's regular weekly schedule.
4. Tuition account must be up to date

Program	Scheduled Hours
Cosmetology / Hybrid	750 Hours
Barbering	750 Hours
Esthetician / Hybrid	450 Hours
Manicuring / Hybrid	300 Hours
Barber to Cosmetology Crossover	225 Hours
Cosmetology to Barber Crossover	150 Hours

## **Schedule Change Policy**

A schedule change may be granted under specific circumstances including medical issues (supported with medical documentation, work schedule change (letter from employer), or childcare issues. A \$100.00 non-refundable fee will apply for any schedule changes that result in a contract addendum.

## **Attendance Timekeeping Policy**

KC Beauty Academy recognizes only biometric time-clock recorded hours for all in-person classes.

Students are required to clock in and out using the fingerprint system at the following times:

- Start of the day
- Before and after lunch
- End of the day

To comply with state requirements and promote healthy time management:

A 30-minute lunch break is mandatory for students attending 5 or more hours in a single day. For students attending 7 hours or more, two 30-minute breaks are required.

All daily clocked hours and completed operations are digitally recorded at the end of each day and credited toward program completion.

## **Digital Student Record of Applied Effort Policy**

At KC Beauty Academy, a student's record of applied effort – also referred to as credits – is a critical measure of both practical and technical instruction, tracked in hours. These records contribute significantly to student success and program completion. Credits for practical operations are recorded digitally by instructors; however, it is the student's responsibility to ensure that all required operations are completed and properly credited by their on-time graduation date.

While clocked in, students are required to be actively engaged in authorized training activities, which may include:

- Performing instructor-assigned practical work
- Participating in classroom instruction
- Completing self-study, as approved by an instructor

Non-training activities while clocked in are not permitted. These include, but are not limited to:

- Personal grooming
- Leaving the building without permission
- Reading or engaging with materials unrelated to your course of study
- Any behavior deemed off-task or disruptive to the learning environment

Violations will result in a warning, and students may be asked to cease the activity or clock out for the remainder of the day. Repeated violations may lead to disciplinary actions, including termination.

Students have online access to their credit records at any time via the student portal. To graduate, students must complete the minimum number of hours and operations as required by the California Board of Barbering and Cosmetology.

## Student Portal

All students will have access to the student portal. We encourage all students to make full use of the student portal. The portal is your main resource to view your hours, academic, and financial information.

Through the student portal, you may access:

- Attendance Records
- Class Schedules
- Grades
- Tuition Ledger
- Satisfactory Academic Progress and Financial Aid Eligibility
- Enrollment Information
- Student Loan Disbursement Letters

You will receive the login credentials during orientation. Students are responsible for tracking their hours and completing all necessary requirements for graduation.

## Graduation Requirements

To be eligible for graduation from KC Beauty Academy, students must meet the following requirements:

1. Completion of Program Hours and Credits
  - Fulfill the total clock hours and theory and practical hours required for their enrolled program as outlined by the California Board of Barbering and Cosmetology
2. Academic Performance
  - Maintain a minimum GPA of 75% or higher in both theory and practical work.
3. Financial Obligations
  - All tuition and fees must be paid in full prior to graduation.
4. Hybrid Program Completion (if applicable)
  - For students enrolled in hybrid (distance education) programs, successful completion of both an on-campus final theory exam and an on-campus final practical evaluation is required.

Upon meeting all graduation requirements, students must schedule an appointment with Admissions for their exit interview. During the exit interview, students are awarded a certificate of completion, a proof of training document (POT), and an official transcript. KC Beauty Academy staff will assist graduates in preparing and submitting the required documents to apply for the California State Board of Barbering and Cosmetology licensing examination.

A fee of \$10.00 will be charged for each additional transcript, reprint of certificate, or copy of proof of training document. The student's tuition account must be in good standing before the institution will issue any certificates or proof of training documents.

## Course Outlines

### Cosmetology Program – 1,000 Hours

#### **Cosmetology: Standard Occupational Classification (SOC 39-5012.00)**

#### **Classification of Instructional Program (CIP 12.0401)**

**Distance Education:** Students in the hybrid program complete 500 hours (50%) of the program online.

**Program Description:** The Cosmetology program at KC Beauty Academy is a 1,000-hour comprehensive course combining classroom instruction with supervised hands-on practice to prepare students for a successful career in the beauty industry. The curriculum covers a wide range of topics, including:

Hair Services: Haircutting, hairstyling, and chemical services (coloring, lightening, and texture treatments)

Skin Care: Basic facial treatments and skin analysis

Hair Removal: Waxing and other temporary hair removal techniques

Lash & Brow Beautification: Tweezing, shaping, and enhancements

In addition to technical training, students will study essential theoretical subjects such as:

Health and Safety: Including a Board-approved Health & Safety course, Disinfection and Sanitation, Anatomy, Bacteriology, and Chemistry.

Laws and Regulations: Including instruction on hazardous substances, physical and sexual assault awareness, and basic legal responsibilities in the salon environment.

KC Beauty Academy uses the Milady Standard Curriculum and a Board-approved Health & Safety Course to ensure students meet state requirements and industry standards. The program emphasizes a blend of classic artistry, modern trends, and innovative techniques, helping students develop a strong foundation in both the creative and technical aspects of cosmetology.

#### **Program Objectives:**

1. Licensure Preparation: To provide students with a comprehensive education in the principles and practices of cosmetology, enabling them to successfully pass the California Board of Barbering and Cosmetology written examination and obtain licensure.
2. Technical Proficiency: To develop strong habits of skilled workmanship and efficient, organized performance in the various services and tasks associated with the cosmetology profession.
3. Health, Safety & Hygiene: To instill the importance of safe, hygienic, and correct practices for both personal and client well-being in all cosmetology services.
4. Product Knowledge & Application: To educate students on the proper selection, use, and maintenance of professional beauty products and tools related to hair, skin, and nail care.
5. Professionalism & Ethics: To foster a strong sense of professional ethics, personal integrity, and cooperative attitudes between employers, employees, and clients within a salon environment.
6. Business Fundamentals: To provide students with a foundational understanding of salon business operations, including client relations, retailing, and basic management skills.
7. Program Effectiveness & Outcomes: To regularly evaluate program success through student completion rates, licensure attainment, and job placement outcomes.

In-Person Class Schedule Options	Days	Times
Full-Time 35 hours per week (29 weeks)	Tuesday – Saturday	10:00 am – 6:00 pm
5 Day Part-Time 27.5 hours per week (37 weeks)	Tuesday – Saturday	10:00 am – 4:00 pm
3 Day Part-Time 21 hours per week (48 weeks)	Thursday – Saturday	10:00 am – 6:00pm

Hybrid Practical Class Schedule				
Tuesday	Wednesday	Thursday	Friday	Saturday
1:00 pm – 6:00 pm	1:00 pm – 6:00 pm	1:00 pm – 6:00 pm	11:30 am – 6:00 pm	10:00 am – 6:00pm Saturday class is mandatory

### Cosmetology Course Subjects

The instructional program of KC Beauty Academy meets or exceeds California State Board requirements:

Subject	Minimum Requirements
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.	150
Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	
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.	150
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.	200
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	200
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	150
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, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	50
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-ons, dip, tips, wraps, and repairs.	100

\*Additional training will be given in the following subject matter: salon management, communication skills that includes professionalism, salesmanship, decorum, record keeping, client service record cards, resume development, interview preparation, job search skills, employment development, and reception.

**Instructional Methods:** The curriculum for a student enrolled in the Cosmetology program consists of 1,000 clock hours of technical instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or a mannequin. Additional learning methods include guest speakers, presentations, field trips, and projects.

**Grading Procedure:** Students are graded based on written exams and practical assessments. Refer to the grading policy.

#### Required Textbook:

- Milady Standard Cosmetology and Milady Foundations 14<sup>th</sup> Edition ISBN: 9780357871492
- Milady Standard Cosmetology and Milady Foundations Workbooks ISBN: 9780357922170
- Exam Prep for Milady Standard Cosmetology 14<sup>th</sup> Edition: ISBN: 9780357379103
- Hybrid Program – CIMA Digital Course ISBN: 9780357873441

## Esthetician Program – 600 Hours

### **Esthetician: Standard Occupational Classification (SOC 39-5094.00)**

### **Classification of Instructional Program (CIP 12.0409)**

**Distance Education:** Students in the hybrid program complete 300 hours (50%) of the program online.

**Program Description:** The Esthetician program at KC Beauty Academy is a 600-clock-hour course that combines comprehensive classroom instruction with supervised hands-on practice in industry-related skills. The curriculum covers core esthetic practices as well as related theoretical subjects, including health and safety, Board-Approved health & safety Course, disinfection and sanitation practices. The program provides training in all or any combination of the following services:

**Skin Care Treatments:** Includes facials, massage, exfoliation, stimulation, cleansing, or beautification of the face, neck, scalp, hands, arms, feet, legs, or upper body using the hands, esthetic devices, or cosmetic preparations (antiseptics, lotions, tonics, or creams) for the purpose of enhancing the skin's appearance or well-being. These treatments are non-invasive and do not involve the destruction of living tissue.

**Lash and Brow Services:** Includes tinting and perming of the eyelashes and eyebrows, and applying artificial eyelashes.

**Hair Removal:** Includes the temporary removal of superfluous hair using methods such as tweezing, waxing, sugaring, nonprescription chemical depilatories, or other approved techniques.

This program is designed to equip students with the knowledge, technical skills, and safety practices necessary to perform professional esthetic services and prepare for the California State Board licensing examination.

### **Program Objectives:**

1. To educate and train students in the principles and practices of the esthetics profession, enabling them to successfully pass the written examination administered by the California Board of Barbering and Cosmetology and obtain their Esthetician license.
2. To cultivate habits of good workmanship and the organized, efficient performance of tasks within the esthetics field.
3. To instill proper techniques and habits that promote hygiene and safety for both the esthetician and their clients.
4. To teach students how to properly select, care for, and utilize commercial and professional products used in esthetic treatments.
5. To foster a professional attitude, emphasizing cooperation between employers and employees and upholding the highest standards of personal and professional ethics.
6. To provide foundational knowledge in business operations relevant to the esthetics industry.
7. To evaluate program effectiveness by monitoring student completion rates, licensure outcomes, and employment placement.

In-Person Class Schedule Options	Days	Times
Full-Time 32.5 hours per week (19 weeks)	Monday – Friday	10:00 am – 5:00 pm
3 Day Part-Time 19.5 hours per week (31 weeks)	Tuesday – Thursday	10:00 am – 5:00 pm

Hybrid Practical Class Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
1:30 pm – 5:00 pm	1:30 pm – 5:00 pm	1:30 pm – 5:00 pm	1:30 pm – 5:00 pm	10:00 am – 5:00pm Friday class is mandatory

### **Esthetician Course Subjects**

The instructional program of KC Beauty Academy meets or exceeds California State Board requirements:

Subject	Minimum Requirements
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.	100
Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	
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.	100
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	350
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, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	50

\*Additional training will be given in the following subject matter: salon management, communication skills that includes professionalism, salesmanship, decorum, record keeping, client service record cards, resume development, interview preparation, job search skills, employment development, and reception.

**Instructional Methods:** The curriculum for a student enrolled in the Esthetician program consists of 600 clock hours of technical instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or a mannequin. Additional learning methods include guest speakers, presentations, field trips, and projects.

**Grading Procedure:** Students are graded based on written exams and practical assessments. Refer to the grading policy.

#### **Required Textbook:**

- Milady Esthetics Fundamentals & Foundations Textbook Package 12<sup>th</sup> Edition ISBN: 9780357263792
- Milady Esthetics Fundamentals & Foundations Workbooks Package ISBN: 9780357482841
- Hybrid Program – CIMA Digital Course ISBN: 9780357812563

### **Barbering Program – 1,000 Hours**

\*Barbering 1,000-hour approved; however not offered at this time

#### **Barbering: Standard Occupational Classification (SOC 39-5011.00)**

#### **Classification of Instructional Program (CIP 12.0402)**

**Program Description:** The Barbering program consists of 1,000 clock hours and includes a combination of classroom instruction and supervised hands-on practice in job-related skills. The curriculum covers a wide range of subjects essential to professional barbering, including health and safety, board-approved Health & Safety Course, disinfection and sanitation procedures, chemical hair services, hairstyling techniques, shaving, and beard trimming. Students will also study foundational topics such as bacteriology, anatomy, chemistry, and health. The program follows the Milady Standard Curriculum and includes instruction in key areas such as hazardous substances, basic labor laws, and physical and sexual assault awareness.

This comprehensive plan of study blends traditional techniques with modern innovations in the industry, emphasizing both technical skill and artistic expression in barbering.

**Program Objectives:**

1. Licensure Preparation: To provide students with a comprehensive education in the principles and practices of barbering, enabling them to successfully pass the California Board of Barbering and Cosmetology written examination and obtain licensure.
2. Technical Proficiency: To develop strong habits of skilled workmanship and efficient, organized performance in the various services and tasks associated with the barbering profession.
3. Health, Safety & Hygiene: To instill the importance of safe, hygienic, and correct practices for both personal and client well-being in all barbering services.
4. Product Knowledge & Application: To educate students on the proper selection, use, and maintenance of professional beauty products and tools related to hair and skin care.
5. Professionalism & Ethics: To foster a strong sense of professional ethics, personal integrity, and cooperative attitudes between employers, employees, and clients within a salon environment.
6. Business Fundamentals: To provide students with a foundational understanding of salon business operations, including client relations, retailing, and basic management skills.
7. Program Effectiveness & Outcomes: To regularly evaluate program success through student completion rates, licensure attainment, and job placement outcomes.

In-Person Class Schedule Options	Days	Times
Full-Time 35 hours per week (29 weeks)	Tuesday – Saturday	10:00 am – 6:00 pm

**Barbering Course Subjects**

The instructional program of KC Beauty Academy meets or exceeds California State Board requirements:

Subject	Minimum Requirements
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.	150
Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	
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.	150
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.	200
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	300
Shaving and Trimming of the Beard: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.	200

\*Additional training will be given in the following subject matter: salon management, communication skills that includes professionalism, salesmanship, decorum, record keeping, client service record cards, resume development, interview preparation, job search skills, employment development, and reception.

**Instructional Methods:** The curriculum for a student enrolled in the Barbering program consists of 1,000 clock hours of technical instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or a mannequin. Additional learning methods include guest speakers, presentations, field trips, and projects.

**Grading Procedure:** Students are graded based on written exams and practical assessments. Refer to the grading policy.

**Required Textbook:**

- Milady Barbering & Foundations Textbook Package 7<sup>th</sup> Edition ISBN: 9798214080444

- Milady Barbering & Foundations Workbooks Package 7<sup>th</sup> Edition ISBN: 9798214499222

## Manicuring Program – 400 Hours

### **Manicurist: Standard Occupational Classification (SOC 39-5092.00)**

### **Classification of Instructional Program (CIP 12.0410)**

**Distance Education:** Students in the hybrid program complete 200 hours (50%) of the program online.

**Program Description:** The Manicuring program consists of 400 clock hours and includes a combination of classroom instruction and supervised hands-on practice in job-related skills. The curriculum cover a wide range of subjects essential to professional manicuring, including health and safety, disinfection and sanitation, nail care, water and oil manicures, hand and arm massage, complete pedicures, foot and ankle massage, nail analysis, nail repairs, and application of artificial nails, liquid, gel, powder brush-ons, dip, nail tips, and wraps. Students will also study foundational topics such as bacteriology, anatomy, chemistry, and health. The program follows the Milady Standard Curriculum and includes instruction in key areas such as hazardous substances, basic labor laws, and physical and sexual assault awareness. This comprehensive plan of study blends traditional techniques with modern innovations in the industry, emphasizing both technical skill and artistic expression in manicuring.

### **Program Objectives:**

1. **Licensure Preparation:** To provide students with a comprehensive education in the principles and practices of manicuring, enabling them to successfully pass the California Board of Barbering and Cosmetology written examination and obtain licensure.
2. **Technical Proficiency:** To develop strong habits of skilled workmanship and efficient, organized performance in the various services and tasks associated with the manicuring profession.
3. **Health, Safety & Hygiene:** To instill the importance of safe, hygienic, and correct practices for both personal and client well-being in all nail services.
4. **Product Knowledge & Application:** To educate students on the proper selection, use, and maintenance of professional beauty products and tools related to nail care.
5. **Professionalism & Ethics:** To foster a strong sense of professional ethics, personal integrity, and cooperative attitudes between employers, employees, and clients within a salon environment.
6. **Business Fundamentals:** To provide students with a foundational understanding of salon business operations, including client relations, retailing, and basic management skills.
7. **Program Effectiveness & Outcomes:** To regularly evaluate program success through student completion rates, licensure attainment, and job placement outcomes.

In-Person Class Schedule Options	Days	Times
Full-Time 32.5 hours per week (13 weeks)	Monday - Friday	10:00 am – 5:00 pm

Hybrid Practical Class Schedule	
Monday	Saturday
10:00 am – 5:00 pm	10:00 am – 6:00 pm

### **Manicuring Course Subjects**

The instructional program of KC Beauty Academy meets or exceeds California State Board requirements:

Subject	Minimum Requirements
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.	100
Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	
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.	100

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-ons, dip, tips, wraps, and repairs.	200
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\*Additional training will be given in the following subject matter: salon management, communication skills that includes professionalism, salesmanship, decorum, record keeping, client service record cards, resume development, interview preparation, job search skills, employment development, and reception.

**Instructional Methods:** The curriculum for a student enrolled in the Manicuring program consists of 400 clock hours of technical instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or a mannequin. Additional learning methods include guest speakers, presentations, field trips, and projects.

**Grading Procedure:** Students are graded based on written exams and practical assessments. Refer to the grading policy.

**Required Textbook:**

- Milady Nail Technology and Foundations Textbook Package 8<sup>th</sup> Edition ISBN: 9780357446867
- Milady Nail Technology and Foundations Workbooks Package 8<sup>th</sup> Edition ISBN: 9780357482865
- Hybrid Program – CIMA Digital Course ISBN: 9798214098685

## Barber to Cosmetology Crossover Program – 300 Hours

**Cosmetology: Standard Occupational Classification (SOC 39-5012.00)  
Classification of Instructional Program (CIP 12.0401)**

**Program Description:** The Barber to Cosmetology Crossover program consists of 300 hours and is designed for individuals who currently hold a valid California Barbering License. The Cosmetology crossover program builds upon the foundational skills learned in barbering and provides the necessary training to meet the State Board requirements for licensure in Cosmetology. The curriculum includes both technical instruction and supervised practical training in the following areas: skin care and basic facial treatments, hair removal and waxing techniques, and nail care. This focused program equips barber licensed professionals with the additional competencies required to expand their service offerings and become dual-licensed as a cosmetologist. Upon successful completion, students will be eligible to take the California State Board of Barbering and Cosmetology, Cosmetology licensing examination.

**Program Objectives:**

1. Licensure Preparation: To provide students with a comprehensive education in the principles and practices of Cosmetology, enabling them to successfully pass the California Board of Barbering and Cosmetology written examination and obtain licensure.
2. Technical Proficiency: To develop strong habits of skilled workmanship and efficient, organized performance in the various services and tasks associated with the Cosmetology profession.
3. Health, Safety & Hygiene: To instill the importance of safe, hygienic, and correct practices for both personal and client well-being in all Cosmetology services.
4. Product Knowledge & Application: To educate students on the proper selection, use, and maintenance of professional beauty products and tools related to beauty treatments.
5. Professionalism & Ethics: To foster a strong sense of professional ethics, personal integrity, and cooperative attitudes between employers, employees, and clients within a salon environment.
6. Business Fundamentals: To provide students with a foundational understanding of salon business operations, including client relations, retailing, and basic management skills.
7. Program Effectiveness & Outcomes: To regularly evaluate program success through student completion rates, licensure attainment, and job placement outcomes.

In-Person Class Schedule Options	Days	Times
Full-Time 32.5 hours per week (10 weeks)	Tuesday - Saturday	10:00 am – 6:00 pm

### **Barber to Cosmetology Course Subjects**

The instructional program of KC Beauty Academy meets or exceeds California State Board requirements:

Subject	Minimum Requirements
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	150
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, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	50
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-ons, dip, tips, wraps, and repairs.	200

\*Additional training will be given in the following subject matter: salon management, communication skills that includes professionalism, salesmanship, decorum, record keeping, client service record cards, resume development, interview preparation, job search skills, employment development, and reception.

**Instructional Methods:** The curriculum for a student enrolled in the Barber to Cosmetology crossover program consists of 300 clock hours of technical instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or a mannequin. Additional learning methods include guest speakers, presentations, field trips, and projects.

**Grading Procedure:** Students are graded based on written exams and practical assessments. Refer to the grading policy.

#### **Required Textbook:**

- Milady Standard Cosmetology and Milady Foundations 14<sup>th</sup> Edition ISBN: 9780357871492
- Milady Standard Cosmetology and Milady Foundations Workbooks ISBN: 9780357922170
- Exam Prep for Milady Standard Cosmetology 14<sup>th</sup> Edition: ISBN: 9780357379103

#### **Cosmetology to Barber Crossover Program – 200 Hours**

\*Cosmetology to Barber Crossover 200-hour approved; however not offered at this time

#### **Barbering: Standard Occupational Classification (SOC 39-5011.00)**

#### **Classification of Instructional Program (CIP 12.0402)**

**Program Description:** The Cosmetology to Barber Crossover program consists of 200 hours and is designed for California licensed Cosmetologists. The Barber crossover program provides the additional training and technical instruction required to meet the California State Board of Barbering and Cosmetology requirements for barber licensure. The curriculum includes both theory and supervised practical instruction in barber-specific subjects focusing on straight razor shaving and facial hair grooming. This concentrated program allows licensed cosmetologists to build upon their existing skills and expand their professional credentials by gaining barber-specific competencies. Upon successful completion of the program, students will be eligible to sit for the California State Board Barbering licensing examination.

**Program Objectives:**

1. Licensure Preparation: To provide students with a comprehensive education in the principles and practices of barbering, enabling them to successfully pass the California Board of Barbering and Cosmetology written examination and obtain licensure.
2. Technical Proficiency: To develop strong habits of skilled workmanship and efficient, organized performance in the various services and tasks associated with the barbering profession.
3. Health, Safety & Hygiene: To instill the importance of safe, hygienic, and correct practices for both personal and client well-being in all barbering services.
4. Product Knowledge & Application: To educate students on the proper selection, use, and maintenance of professional beauty products and tools related to hair and skin care.
5. Professionalism & Ethics: To foster a strong sense of professional ethics, personal integrity, and cooperative attitudes between employers, employees, and clients within a salon environment.
6. Business Fundamentals: To provide students with a foundational understanding of salon business operations, including client relations, retailing, and basic management skills.
7. Program Effectiveness & Outcomes: To regularly evaluate program success through student completion rates, licensure attainment, and job placement outcomes.

In-Person Class Schedule Options	Days	Times
Full-Time 35 hours per week (6 weeks)	Tuesday – Saturday	10:00 am – 6:00 pm

**Cosmetology to Barber Crossover Course Subjects**

The instructional program of KC Beauty Academy meets or exceeds California State Board requirements:

Subject	Minimum Requirements
Shaving and Trimming of the Beard: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.	200

\*Additional training will be given in the following subject matter: salon management, communication skills that includes professionalism, salesmanship, decorum, record keeping, client service record cards, resume development, interview preparation, job search skills, employment development, and reception.

**Instructional Methods:** The curriculum for a student enrolled in the Cosmetology to Barber Crossover program consists of 200 clock hours of technical instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or a mannequin. Additional learning methods include guest speakers, presentations, field trips, and projects.

**Grading Procedure:** Students are graded based on written exams and practical assessments. Refer to the grading policy.

**Required Textbook:**

- Milady Barbering & Foundations Textbook Package 7<sup>th</sup> Edition ISBN: 9798214080444
- Milady Barbering & Foundations Workbooks Package 7<sup>th</sup> Edition ISBN: 979821449922

## Institutional Charges

### On-Campus Programs

Program	Registration Fee (Non-Refundable)	Tuition	Supplies	Textbooks	STRF	Total Charges
Cosmetology	\$100.00	\$13,000.00 (\$13.00 Per Hour)	\$1,750.00	\$400.00	\$0.00	\$15,250.00
Esthetician	\$100.00	\$10,000.00 (\$16.67 Per Hour)	\$1,750.00	\$375.00	\$0.00	\$12,225.00
Barbering	\$100.00	\$10,500.00 (\$10.50 Per Hour)	\$1,500.00	\$350.00	\$0.00	\$12,450.00
Manicuring	\$100.00	\$4,000.00 (\$10.00 Per Hour)	\$600.00	\$300.00	\$0.00	\$5,000.00
Barber to Cosmetology Crossover	\$100.00	\$3,450.00 (\$11.50 Per Hour)	\$500.00	\$400.00	\$0.00	\$4,450.00
Cosmetology to Barber Crossover	\$100.00	\$2,100.00 (\$10.50 Per Hour)	\$500.00	\$350.00	\$0.00	\$3,050.00

### Hybrid Programs

Program	Registration Fee (Non-Refundable)	Tuition	Supplies	Textbooks CIMA	STRF	Total Charges
Cosmetology Hybrid	\$100.00	\$13,000.00 (\$13.00 Per Hour)	\$1,750.00	\$450.00	\$0.00	\$15,300.00
Esthetician Hybrid	\$100.00	\$10,000.00 (\$16.67 Per Hour)	\$1,750.00	\$450.00	\$0.00	\$12,300.00
Manicuring Hybrid	\$100.00	\$4,000.00 (\$10.00 Per Hour)	\$600.00	\$450.00	\$0.00	\$5,150.00

This is the estimated schedule of total charges for the entire educational program, assuming you do not exceed the scheduled hours.

Transfer students and students who are approved to re-enter their program are assessed a per clock hour rate for the remainder of their program.

Due to sanitary reasons, the supplies/textbooks once issued and accepted by the student are no longer returnable to the school for any reason. The kit contents become the responsibility and property of the student. Supplies and textbooks once received by the student are non-refundable and will represent a liability to the student after the cancellation period.

## KC Beauty Academy Financing

KC Beauty Academy is committed to making education accessible and affordable. To support our students, we offer an in-house financing option with 0% interest for those who wish to pay their tuition in monthly installments.

**Eligibility:** All students enrolled in a full-time or part-time program are eligible to apply for the 0% interest payment plan.

A completed enrollment agreement and payment plan agreement must be submitted before the first day of class.

**Down Payment:** A minimum down payment is required at the time of enrollment. The amount may vary by program and will be outlined in your Enrollment Agreement.

**Monthly Payments:** The remaining tuition balance is divided into equal monthly payments, due on the 10<sup>th</sup> of each month (as specified in your payment plan agreement).

**0% Interest:** No interest or financing charges will be applied to the balance, provided all payments are made on time.

**Final Payment Due:** All tuition must be paid in full prior to the completion of the program to receive a certificate of completion and State Board Proof of Training document.

### Late or Returned Payments

Late payments are subject to a \$25.00 late fee. Checks that are returned will be assessed a \$25.00 processing fee.

Students who fall more than 30 days behind on payments may be subject to suspension from attending classes until their account is brought current. Continued non-payment may result in dismissal from the program and withholding of all proof of hours until the balance is paid in full.

## Method of Payment

KC Beauty Academy accepts the following forms of payment:

- Credit or debit card with a 3% transaction fee
- Bank transfer
- Cash or check (in-person)
- Money order

Students enrolled in a monthly payment plan will receive an electronic invoice sent to their email.

Payments can be made online. For assistance setting up a payment plan or questions regarding your tuition account, please contact the Admissions Office or the Financial Aid Office.

## Collections Policy

By enrolling in our institution, students agree to pay all tuition, fees, and other charges related to their program. Students who fail to meet their financial obligations may be subject to collections. Accounts are considered past due if payment is not received by the scheduled due date. The school will make reasonable efforts to contact the student and resolve any past-due balance, which may include email reminders, phone calls, and mailed notices. If no satisfactory payment arrangement is made within a reasonable time, the school may assign the debt to a third-party collection agency. All information shared with the collection agency will be handled in compliance with The Family Educational Rights and Privacy Act (FERPA) and all applicable state and federal privacy laws. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution will clearly acknowledge the existence of the school's withdrawal and settlement policy.

## Extra Instructional Charges

Students are expected to complete their training within the time frame specified in their Enrollment Agreement. KC Beauty Academy reserves space, equipment, and licensed instructors for each student based on their schedule.

If a student does not complete their program by the on-time graduation date stated in their Enrollment Agreement, additional instructional charges will apply. These charges are calculated at a rate of \$10.00 per remaining clock hour needed to complete the program.

**Advanced Payment Required:** Students will not be permitted to clock in or continue training until applicable overage fees are paid in advance.

**Not Financial Aid Eligible:** Extra instructional charges are not covered by federal financial aid and must be paid out of pocket.

Once a student exceeds their original contract end date, an Extra Instructional Form will be issued. This document will outline:

- The number of remaining hours required
- The total additional instructional cost

Students are encouraged to maintain satisfactory attendance and academic progress to avoid additional charges and delays in graduation.

## **Student Tuition Recovery Fund**

Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges. (5, CCR section 76120).

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

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."

## Leave of Absence (LOA) Policy

### **Requesting a LOA**

Students must follow KC Beauty Academy's official policy when requesting a leave of absence (LOA). A LOA is a temporary interruption in a student's program of study. A LOA may be requested for valid reasons such as medical-related condition (illness, surgery), house instability, bereavement, or other emergency circumstances. All LOA request forms must be submitted in advance and include:

- The reason for the request
- The requested start and end dates
- Supporting documentation (e.g., medical records, legal documents)
- The student's signature

If unforeseen circumstances prevent a student from submitting the LOA request in advance, the institution may grant the LOA retroactively. In such cases, the LOA start date will be the first date the student was unable to attend due to the unforeseen event, provided documentation and a signed request are submitted as soon as possible. KC Beauty will accept electronic LOA request forms with e-signatures. All LOA requests are reviewed on a case-by-case basis and must be approved by the School Director or the Admission Director. Requests may be denied if the expected return date is deemed unrealistic or insufficient documentation is provided. Medical-related LOAs must include proper documentation.

General LOA guidelines:

- Each LOA must be at least 14 calendar days and a maximum of 60 days unless an unforeseen circumstance extends a leave of absence. The LOA may not exceed 180 calendar days in any 12-month period.
- A LOA may only be granted once the student has been enrolled for at least 60 days, unless mitigating circumstances exist.

Students will not assess any additional charges as a result of an approved LOA. A student granted a LOA that meets this criterion is not considered to have withdrawn, and no Return to Title IV (R2T4) calculation or Academy refund calculation is required. KC Beauty Academy will extend the student's contract period by the same number of days taken in the leave of absence. Upon the student's return, a contract addendum will be generated and must be signed by all parties. The student's contract end period and maximum time frame will be extended by the same number of days as the leave of absence.

For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to student while on a LOA. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional federal student aid until the payment period has been completed. If the student is a federal student loan recipient, they will be informed of the effects that the failure to return from a leave may have on the student's loan repayment terms, including the exhaustion of the student's grace period.

### **Failure to Return from an Approved LOA**

If the student fails to return from a LOA on the documented return date, the student will be terminated from school. If the student fails to contact the school in regards to not returning from a LOA or extending the LOA, the student will be terminated from school. The termination date for the purpose of calculating a refund is always the student's last date of attendance.

## Withdrawing

### **Unofficial Withdrawal**

A student who has been absent from school for 14 or more consecutive calendar days will be unofficially withdrawn; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.

### **Official Withdrawal**

If a student wishes to withdraw from school must notify the school in writing. A written notification can be delivered by mail sent directly to the school or via email sent to any school official. The date that the school is notified is the date of determination of the withdrawal.

## Financial Aid

KC Beauty Academy participates in the Free Application for Federal Student Aid (FAFSA) program, which allows eligible students to apply for federal financial assistance. The school encourages all students to apply for financial aid. Students will need to re-apply for Aid every academic year and meet all required eligibility criteria.

A FAFSA or Free Application for Federal Student Aid must be completed to apply for all federal aid.

How to Apply for Financial Aid:

1. Create an account with Federal Student Aid <https://studentaid.gov/fsa-id/create-account/launch>
2. Complete the FAFSA application at [www.studentaid.gov](http://www.studentaid.gov).
3. Add KC Beauty Academy school code: 042804
4. Contact the Financial Aid Office for confirmation
5. If you decide to apply for Federal Student Loans
  - Complete the Loan Entrance Counseling <https://studentaid.gov/entrance-counseling/>
  - Complete the Master Promissory Note (MPN) <https://studentaid.gov/mpn/>
6. Contact Admissions for enrollment

If you have any questions or need assistance, contact the financial aid office at the school.

KC Beauty Academy participates in the following Federal Aid Program:

Federal Pell Grants – Need-based grants that do not require repayment.

Federal Direct Student Loans (Subsidized & Unsubsidized) – Low-interest student loans available to eligible students.

Federal Parent PLUS Loans – Loans available to credit-approved parents of dependent students to help cover education expenses.

Additional information regarding the types of aid available can be found at

<https://studentaid.gov/understand-aid/types>

## **Eligibility**

To be eligible to receive federal student aid, you must:

- Demonstrate financial need for need-based federal student aid programs
- Be a U.S. citizen or an eligible noncitizen
- Have a valid social security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau)
- Be enrolled or accepted for enrollment as a regular student in a certificate program
- Maintain satisfactory academic progress

- You are not in default on a federal student loan, you do not owe money on a federal student grant, and you'll only use federal student aid for educational purposes
- Show you're qualified to obtain a career school education
- Have a high school diploma or GED

## Estimated Financial Aid

The following tools and resources can be used to get an estimate of your EFC, Cost of Attendance and Estimated Financial Aid.

1. Net Price Calculator Tool available at <https://kcbeautyacademy.com/net-price-calculator/> allows prospective students to enter information about themselves to find out what students like them paid to attend the institution in the previous year, after taking grants and scholarship aid into account.
2. College Financing Plan is a resource tool to help you better understand your educational costs and the financial aid that is available to meet those costs. This form was created by the Department of Education (ED) and is available to help prospective students compare the cost of attendance (COA) and aid offers from multiple institutions in order to make an informed decision about where to attend school. Please contact the Financial Aid office for your personalized College Financing Plan.
3. College Affordability & Transparency Center provides the Department of Education tools for comparing college costs, please visit: <https://collegecost.ed.gov>.

## Financial Aid Disbursements

Federal financial aid for which a student qualifies is applied directly to the student's account. This process is known as a financial aid disbursement. The anticipated disbursement schedule is outlined in each student's individual Financial Aid Offer Letter.

Disbursements are made at the end of each payment period, provided the student is meeting Satisfactory Academic Progress (SAP) standards.

### Standard Academic Year Disbursements

For programs structured around a standard academic year:

First Payment Period Disbursement occurs after the student has successfully completed both:

- 50% of the clock hours, and
- 50% of the instructional weeks in the academic year.

Second Payment Period Disbursement occurs once the student completes the remaining:

- 50% of the clock hours, and
- 50% of the instructional weeks in the academic year.

### Remaining Portion Beyond the Academic Year

If the student's program extends beyond the standard academic year:

First Payment Period Disbursement occurs after the student has completed both:

- 50% of the clock hours, and
- 50% of the instructional weeks in the remaining portion of the program.

Second Payment Period Disbursement occurs once the student completes the remainder of:

- The clock hours, and
- The instructional weeks in the program.

## Terms and Conditions of Direct Loans

Terms and Conditions of Direct Loans Terms and conditions of Direct Loans are included in the Borrower's Rights and Responsibilities Statement, which the borrower receives upon completion of a Master Promissory Note with the Department of Education. The borrower may request another copy of their Borrower's Rights and Responsibilities Statement at any time by contacting the Direct Loan Servicing Center.

National Student Loan Data System (NSLDS) The National Student Loan Data System (NSLDS) is the U.S. Department of Education's central database for student financial aid records. Federal loans

disbursed to students or parents will be submitted to NSLDS and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system. Student and parent borrowers can track and manage their federal student loans and grants online at [www.nslds.ed.gov](http://www.nslds.ed.gov). The secured site displays information on loans and grants, including amounts, outstanding balances and status. Student and parent borrowers can also find contact information for their loan servicer.

#### **Direct Loan Deferments and Forbearance**

Deferment is a temporary period during which a borrower's obligation to make regular monthly payments on their loan is suspended, and during which an interest subsidy may be provided. Deferments are available for a variety of reasons, such as when a student is pursuing postsecondary education or experiencing economic hardship.

Forbearance is a temporary period during which a borrower may cease making monthly payments, make payments in reduced amounts, or make payments over an extended period. In most cases, an interest subsidy is unavailable during forbearance periods. Forbearance is available for a variety of reasons, such as when a borrower is experiencing temporary hardship or during periods when ED is processing certain loan benefits.

#### **Loans Received, Repayment Schedules and Repayment**

Generally, borrowers will have 10 to 25 years to repay their loan, depending on the repayment plan they choose. The loan servicer will notify the borrower of the date the first payment is due. If a repayment plan is not chosen by the borrower, the borrower will be placed on the standard repayment plan, with fixed monthly payments for up to 10 years. Repayment plans can be changed at any time by contacting the loan servicer. Information about standard repayment, extended repayment, graduated repayment, income contingent repayment (not available for parent PLUS loans), and income-based repayment.

#### **Loan Default**

A direct loan is considered to be in default if the borrower fails to make payments when due or otherwise fails to adhere to the loan's terms for 270 days. On default, the loan balance becomes due in full and the borrower loses eligibility for many borrower benefits (e.g., deferment, forbearance, forgiveness) and access to other forms of federal student aid.

**Loan Entrance Counseling** The Federal Government requires first-time student borrowers to complete loan entrance counseling to ensure that the student borrower understands the responsibilities and obligations they are assuming. In order to provide the required comprehensive information on the terms and conditions of the loan and the borrower's responsibilities, first-time student loan borrowers at KC Beauty Academy are required to complete online entrance counseling.

**Loan Exit Counseling** KC Beauty Academy is required to provide counseling to federal student loan borrowers to receive information on monthly repayment amounts, repayment plan options, options to prepay or pay on a shorter schedule, debt management strategies, use of the Master Promissory Note, the seriousness and importance of student's repayment obligation, terms and conditions for forgiveness or cancellation, terms and conditions for deferment or forbearance, consequences of default, options and consequences of loan consolidation, and tax benefits available to borrowers, as well as other necessary information.

Interest Rate Interest is charged on direct loan program loans. For more information regarding interest rates, visit <https://studentaid.gov/understand-aid/types/loans/interest-rates>

## **Notice To The Student Of Loan Repayment Obligation**

- (A) If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.
- (B) If the student is eligible for a loan guaranteed or reinsured by the state or federal government and the student defaults on the loan:
  - (i) The federal or state government or the loan guarantee agency can 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.
  - (ii) The student may not be eligible for any other federal financial assistance for education at a different school or for government housing assistance until the loan is

repaid.

## Verification

Verification is a requirement of the U.S. Department of Education and is the process of confirming information on the FAFSA. The U.S. Department of Education may select your FAFSA for verification, and the school will request additional documentation to verify information you provided on your FAFSA. Typically, documents can include:

- Verification worksheet
- Federal tax return or IRS Tax Return Transcript
- Copies of W-2

**Verification Deadline and Failure to Submit:** The financial aid office will not award or disburse federal financial aid until the verification process is complete. Failure to complete the verification process by the deadline may result in a student not being eligible for financial aid.

## Credit Balance

If your financial aid award exceeds your direct costs at the school, you will receive a credit balance refund. In most cases, credit balances are released to the student within 14 calendar days unless the student request finds to be held until the end of the academic year. Student must sign an authorization to hold a Title IV Credit Balance form.

## Cancellation and Refund Policy

**NOTICE:** Should the student complete the program earlier than the estimated timeframes stated in the contract, the student's financial aid package may be recalculated, which may result in liabilities owed by the student and/or institution if applicable.

### MANDATED BY THE STATE OF CALIFORNIA

This refund policy applies to all terminations for any reason, by either party, including student decision, course or program, cancellation, or school closure.

## 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 calendar day after enrollment (seven calendar days from the date when the enrollment agreement was signed), whichever is later. However, the registration fee of \$100.00 is non-refundable. The notice of cancellation shall be in writing and submitted directly to the School Director. A withdrawal may be initiated by the student's written notice or by the institution due to the student's academics or conduct, including but not necessarily limited to the student's lack of attendance.

## Refund Policy

After the cancellation period, the institution provides a prorated refund to students who have completed 60% or less of the program's scheduled hours, less the cost of the registration fee of \$100.00, equipment received, or any other non-refundable fees such as late charges or transaction fees. Students who have completed more than 60% of their program's scheduled hours are not eligible for a refund. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds.

A registration fee of \$100.00 is a non-refundable item. Late fees and transaction fees, if incurred by the student during their program, are also considered non-refundable items. Supplies and textbooks once received by the student are considered non-refundable and will represent a liability to the student.

If the student cancels the agreement within the cancellation period, the school will refund any money paid, less the \$100.00 registration fee, equipment received, and any other non-refundable fees. If the student withdraws from the school after the cancellation period, the refund policy above will apply. If the amount that the student has paid is more than the amount owed for the time attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that the student owes is more than the amount already paid, an arrangement with the institution will be made to pay the remaining balance. Note: Proof of Training document, will not be released until all monies owed to the school are paid.

### **Determination Of Withdrawal From School**

The withdrawal date should 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 School Director of your intent to withdraw. Only the School Director 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 (14 consecutive calendar days) 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, 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 full refund of all money paid; or 2) provide for completion of the course at schools in the neighborhood.

### **Federal Refund Requirements Vs State Refund Requirements**

In addition to the Return of Title IV requirements for federal financial aid recipients, the institution is required by the state to calculate a prorated refund for all students who have completed less than 60 percent of their period of attendance, regardless of whether or not the student received Title IV funds. However, the federal formula for Return of Title IV funds may result in a larger refund than the state refund policy. In that case, the Academy and/or the student must return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the institution.

### **Return of Title IV (R2T4)**

Special to students receiving Unsubsidized/Subsidized/PLUS/Pell/SEOG, Teach Grants, Iraq and Afghanistan Service Grants or other aid, if you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the

amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/ or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received.

Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student, defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

If any refunds are due based on the Return of Title IV calculations or based on the institutional refund policy calculations, any refunds will be made as soon as possible but no later than 45 days from the determination of the withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refund is, 1) Unsubsidized Direct Loans (other than Direct Plus Loan), 2) Subsidized Direct Loans, 3) Federal Pell Grant, 4) FSEOG, 5) Teach Grants, 6) Iraq and Afghanistan Services Grants, 7) Other. This order would apply in accordance with the aid programs available at the institution.

## Satisfactory Academic Progress (SAP) Policy

Satisfactory Academic Progress (SAP) is the qualitative and quantitative measures used by an institution to determine the extent to which students are making adequate progress toward completion of a course of study within a specified time. KC Beauty Academy's SAP Policy applies to all enrolled students and is utilized to assess the students' progress throughout their program and measure progress in the students' attendance and academics. The policy is consistently applied to all students. Students receive notice of the institution's SAP Policy and the institution's minimum requirements prior to enrollment.

To meet Satisfactory Academic Progress, students must:

1. Maintain a cumulative rate of attendance of 70% or above.
2. Maintain a cumulative qualitative academic performance average (GPA) of 75% or above on all exams, practical assessments, and other required coursework.
3. Complete the course within a maximum time frame of 143% of the published length of the educational program measured in clock hours. The maximum time frame for KC Beauty Academy's programs has been listed below. Students who exceed 143% of course length are considered to NOT be making satisfactory academic progress and will be terminated.

KC Beauty Academy's evaluation periods are based on the student's actual hours. Students meeting the minimum requirement for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation. Students returning from a leave of absence will have their contract period and maximum time frame extended by the same number of days taken in the leave of absence. All evaluations must be completed within seven (7) school business days following the established evaluation points. SAP Evaluations are maintained in the student file. At each evaluation period, students will be electronically informed whether they are meeting satisfactory academic progress through the student portal. Students can request to receive a hard copy of their SAP evaluation. Those

students who fail to meet satisfactory progress will be notified and meet with the School Director to discuss an academic and/or attendance plan.

## Evaluation Periods

KC Beauty Academy evaluates its students' attendance and academic progress at predetermined times throughout the students' programs according to their actual hours. The following table represents the evaluation periods for the school's programs according to actual clock hours. All evaluations must be completed within seven (7) School Business Days following the established evaluation points.

Program	1 <sup>st</sup> SAP Evaluation	2 <sup>nd</sup> SAP Evaluation
Cosmetology (35 hours schedule)	450 Actual Hours and 13 Weeks	900 Actual Hours and 26 Weeks
Cosmetology <b>Hybrid</b> (35 hours schedule)	450 Actual Hours and 13 Weeks	900 Actual Hours and 26 Weeks
Esthetician (32.5 hours schedule)	300 Actual Hours and 10 Weeks	N/A
Esthetician <b>Hybrid</b> (35 hours schedule)	300 Actual Hours and 9 Weeks	N/A
Barbering (35 hours schedule)	450 Actual Hours and 13 Weeks	900 Actual Hours and 26 Weeks
Manicuring (32.5 hours schedule)	200 Actual Hours and 7 Weeks	N/A
Manicuring <b>Hybrid</b> (27 hours schedule)	200 Actual Hours and 8 Weeks	N/A
Cosmetology to Barber Crossover (27.5 hours schedule)	100 Actual Hours and 4 Weeks	N/A
Barber to Cosmetology Crossover (27.5 hours schedule)	150 Actual Hours and 6 Weeks	N/A

## Academic Year

Academic year is the amount of academic work students enrolled in a course of program must complete each year and the time period in which they are expected to complete it. KC Beauty Academy's academic year for all programs is 900 hours and 26 weeks to determine Title IV eligibility. The first evaluation must occur no later than the mid-point of the academic year or the program, whichever occurs sooner.

## Maximum Time Frame

Students must complete the educational program within the maximum time frame, which is based on attending at least 70% of the scheduled hours. The maximum time allowed for students with previous hours, who need less than the full course requirements, will be determined based on a 70% attendance rate of the scheduled contracted hours. Students must complete the course within 143% of the course length as defined in the enrollment agreement. Students who exceed 143% of the course length are considered NOT making satisfactory academic progress and will be terminated.

## 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 scheduled evaluation. A student will receive their Satisfactory Academic Progress Determination at the time of each of the evaluations through the student portal. Students who do not achieve the minimum standards are no longer eligible for Title IV program funds, if applicable, unless the student is on warning or has prevailed upon appeal,

resulting in a status of academic probation. The institution is required to notify students of any evaluation that impacts the student's eligibility for financial aid, if applicable.

### **Warning Period**

Students who fail to meet minimum requirements for attendance or academic progress are placed on a warning status. The student will still be able to receive Title IV funds on warning status. The student will be advised in writing on the actions required to obtain 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 required for satisfactory academic progress, the student will be determined as NOT making satisfactory academic progress and will be deemed ineligible to receive Title IV funds.

### **Probation**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be considered not making satisfactory academic progress and are not eligible to receive Title IV funds. In order for the student to be placed on academic probation and continue to receive federal financial aid, the student **MUST APEAL** the satisfactory academic progress decision within the next 10 days and prevail upon appeal. Additionally, only students who have the ability to meet the satisfactory progress policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If, at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will be deemed ineligible to receive Title IV funds. Students will be required to bring their academic and/or attendance rates to satisfactory levels in order to have financial aid reinstated.

### **Appeal Procedure**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) calendar days. Reasons for which students may appeal a negative progress determination include the death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstances. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation for the reasons why the determination should be reversed. The documentation should also include what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the student will be placed on academic probation and federal financial aid will be reinstated, if applicable.

### **Re-Establishment Of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the evaluation period.

### **Transfer Hours (SAP)**

With regard to satisfactory academic progress, a student's transfer hours will be counted as both attempted and earned 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. For transfer students, the SAP will take place at the midpoint of their program or at the institution's established evaluation periods.

## Non-Credit, Remedial Courses, Repetitions

Non-credit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect on the academy's satisfactory academic progress standards.

## Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted due to a leave of absence, the student will return to school in the same progress status as prior to the leave. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence and will not be included in the student's attendance percentage calculations. 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. A leave of absence and/or failure to return from a leave of absence may affect your loan interest rates and/or repayment timeline. Please see your Financial Aid representative for more information.

## Student Consumer Information

### Disclosure Of Education Records – FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. A student should submit to the Financial Aid Office, a written request that identifies the records(s) the student wishes to inspect. A Financial Aid Official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the Institution to amend a record should write the Institution official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the Institution decides not to amend the record requested the Institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the Institution discloses personally identifiable information from the student's education records, except with the extent that FERPA authorizes disclosure without consent. The Institution discloses education records without a student's prior written consent under the FERPA exceptions for disclosure to Institution officials with legitimate educational interests. An Institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted as its agent to provide a service instead of using Institution employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees, such as a disciplinary or grievance committee or assisting another Institution official in performing his or her tasks. An institutional official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution. Upon request, the institution also discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

The Institution does not release any information known as Directory Information.

### Rights of Privacy & Retention of Student Records

The Federal Right of Privacy Act of 1974 enables all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the school to maintain these records for a six (6) year period. Students may request a review of their records by writing to the School Director. All such reviews will be scheduled during regular school hours under appropriate supervision. The institution retains student transcripts permanently. KC Beauty Academy will provide one transcript and Proof of Training to each graduate at no charge. A fee of \$10.00 will be charged for each additional transcript, reprint of Diploma, or copy of Proof of Training document. The student's financial accounts must be current prior to the institution furnishing any certificates or Proof of Training documents.

\*Those students who do not have an SSN or ITIN will not receive a Proof of Training document, as they are not eligible for state licensure.

### Performance Statistics – NACCAS Annual Report Information

KC Beauty Academy is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and recognized by the U.S. Department of Education. NACCAS requires schools to list the outcome rates for the main campus, all additional campuses as a whole, and by related programs. If you have any questions regarding our outcome rates, please see our Admissions Office for assistance.

All Programs Offered: Report Year 2023

Graduation Rate	Placement Rate	Licensure Rate
89.02%	69.49%	90.77%

Program Specific Summary: Report Year 2023

12.04 Cosmetology and Related Personal Grooming

Graduation Rate	Placement Rate	Licensure Rate
89.02%	69.49%	90.77%

### BPPE School Performance Fact Sheet

The Bureau for Private Postsecondary Education requires schools to provide prospective students a copy of the school's performance fact sheet, which is a document that provides students with information about a private postsecondary institution's performance, including graduation rates, job outcomes, and other relevant data. Students can access the school's SPFS on the website:

<https://kcbeautyacademy.com/consumer-information/>

### Student Diversity Information

KC Beauty Academy regularly reports Student Diversity information to the Integrated Postsecondary Education Data System (IPEDS). For gender and race/ethnicity data, please visit [National Center for Education Statistics](#)

## Campus Safety and Security

In compliance with the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542, as amended), KC Beauty Academy provides students with current campus security policies and procedures. In addition, students are provided with information on crime prevention, reporting crimes, and statistics for crimes that have occurred on the Academy campus. You can find the most recent report on our website: <https://kcbeautyacademy.com/consumer-information/>

## Copyright Infringement Policy

Copyrighting is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of the copyright infringement includes civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504,505. Will copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense? For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## Student Grievance Procedure

Students wishing to express a concern should use the school's internal complaint process first however it is not required that students use the internal complaint process and may contact the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the Bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

1. Discuss the concern with the appropriate instructor. All discussions are to be held before, after class, or by a scheduled appointment.
2. If the concern cannot be resolved through the instructor, present the concern to the Admission Director. It is strongly recommended that all grievances be presented in writing; KC Beauty Academy will also accept oral grievances.
3. See the School Director, in his/her absence the Admission Director, at 706 E. 1<sup>st</sup> Street. Los Angeles, CA 90012; (213)253-9999
4. Meetings will be scheduled with all pertinent parties before a resolution is reached.
5. Unresolved concerns may be appealed to a review board in writing. Appointments with the review board are scheduled through the school administrative office. The review board has the responsibility for reaching a decision that is in balance with the best interests of all parties named in the complaint.
6. Further unresolved concerns may be processed in accordance with the Procedures for Processing Complaints of Unlawful Discrimination and Other Grievances, either in writing or by personal appearance. Contact the school compliance coordinator to pursue this formal grievance procedure.
7. If the problem or grievance cannot be resolved after exhausting the formal grievance procedures, students may report the concern to any of the following agencies:
  - a. The Bureau for Private Postsecondary Education, Physical Address: 1747 N. Market Blvd. Ste. 225, Sacramento, CA 95834; Mailing Address: P.O Box 980818, West Sacramento, Ca 95798-0818 phone (916)431-6959 or (888)370-7589 [www.bppe.ca.gov](http://www.bppe.ca.gov)
  - b. National Accrediting Commission of Career Arts and Sciences (NACCAS) 3015 Colvin Street, Alexandria, VA, 22314 Phone (703)600-7600
  - c. Board of Barbering and Cosmetology P.O Box 944226 Sacramento, CA 94244-2260 Phone (916) 445-7061

## Student's Rights

The California Bureau for Private Postsecondary Education (BPPE) is the entity that regulates private postsecondary educational institutions operating in California. The BPPE's primary goal is to protect students and consumers by ensuring these institutions meet minimum standards for integrity, financial stability, and educational quality. Students have the following rights:

1. Right to receive a catalog and a copy of the enrollment agreement
2. Right to clear and accurate information
3. Right to cancel
4. Right to pro-rated refund
5. Right to file a complaint
6. Right to know school performance facts
7. Right to receive your transcript
8. Right to a safe learning environment
9. Right to contact BPPE

For more information, visit [www.bppe.ca.gov](http://www.bppe.ca.gov)

## School Standards and Policies

### Student Conduct

In today's competitive employment market, professional conduct is a crucial factor in obtaining and keeping a job. For this reason, KC Beauty Academy has established guidelines for proper conduct. Emphasis is placed on regular attendance, promptness, honesty, and a positive attitude. Students must agree to abide by the following regulations and will be held responsible for their actions while in attendance at KC Beauty Academy:

1. Dishonesty on the part of any student may result in probation, suspension, or termination from the Academy. Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to staff, faculty, administrators, or other officials.
2. Students will be held responsible for any theft or damage done to the institution's property and will be expected to reimburse the institution for such damages or loss.
3. Any actions that disrupt the learning opportunities of other students, including but not limited to fighting, use of profanity, harassment, cheating, and stealing.
4. Students may not be under the influence of or in possession of any intoxicating beverage or drug while in school.
5. Students may not be in possession of any type of weapons or create a safety hazard to others while on school property.
6. Animals are not permitted on the school grounds, with the exception of animals designated to assist the physically impaired.
7. The school does not provide childcare services. Children are not permitted in the instructional areas.
8. Students must adhere to all required health and safety standards.
9. The school is a non-smoking facility. Smoking is permitted outside of the building.
10. No use of cell phones during class time unless authorized by the instructor. Please provide your family members with the school's phone number (213) 253-9999 for emergencies.

Violation of any of the guidelines listed above may result in probation, suspension, or dismissal from KC Beauty Academy.

NOTE: Students are not permitted on school campus during suspension, expulsion, or appeal periods.

## **Dress Code and Professional Image**

A professional image is a requirement for successful participation in school. Students are given the dress code policy during orientation. Students who fail to maintain dress code will be asked to clock out and be sent home.

Students must adhere to the following dress code:

### **Cosmetology Students**

- Black solid scrubs with no logos (top + bottom)
- During practical training, required to wear their school-issued aprons

### **Esthetician Students**

- Grey solid scrubs with no logos (top + bottom)

### **Manicuring Students**

- Blue/Navy solid scrubs with no logos (top + bottom)

### **All Students**

- Outerwear and jackets must be all-black with no logos
- Students must wear their student ID tags at all times. (ID replacements are \$5.00)
- Shoes must be closed toe and heels. Crocs and slippers are not allowed.
- Heels must not be higher than 2 inches.
- Nails must be kept short and well-manicured.

Scrubs are not provided for students. Students must purchase their scrubs. Students are expected to practice good personal hygiene and always maintain a professional image.

## **No Weapons Policy**

KC Beauty Academy prohibits all persons who enter its property from carrying weapons of any kind, regardless of whether or not the person is licensed to carry the weapon. Failure to abide by this policy will lead to dismissal from KC Beauty Academy.

## **Drug Abuse Prevention Program**

KC Beauty Academy strictly enforces a zero-tolerance drug and alcohol policy on campus and makes the following contact information available to its students, staff, and instructors. Any individual associated with KCBA who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

Los Angeles Center for Alcohol and Drug Abuse  
473 East 3<sup>rd</sup> Street A&B  
Los Angeles, California 90012  
(213) 626-6411

## **Suspension and Termination**

All students are expected to conduct themselves as responsible adults, attend classes regularly, and maintain a satisfactory level of academic achievement. If a student is suspended, the student will be notified of the problem and what the student must do to correct the problem. A student may be suspended or terminated from KC Beauty Academy for any infraction or noncompliance with the academy's policies, rules, or academic failure. The Academy reserves the right to suspend or terminate any student who:

- Displays conduct that the faculty and administration determine to be detrimental to fellow students, other individuals, the community, or the academy, as addressed in the conduct policy of this catalog.
- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to the Academy property.
- Fails to maintain satisfactory academic progress.
- Fails to meet satisfactory clinical standards.
- Refuses any clients assigned by the instructor in the student clinics.

- Fails to meet the school's attendance policy or standards.
- Fails to meet financial obligations to the academy.
- Fails to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
- Regardless of the average level of attendance, students who have more than 14 consecutive calendar days of absences will be terminated. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy).

## **Emergency Plan**

The emergency preparedness plan is available to both students and staff.

## **Student and Employee Fraternization Policy**

Employees at KC Beauty Academy are prohibited, under any circumstances, from dating or engage in any improper fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have "consented" to such conduct. Further, our employees may not entertain students or socialize with students outside the school environment. Similarly, any action or comment by an employee that invites romantic or sexual involvement with a student is considered highly unethical, is in violation of school policy, and may result in disciplinary action by KC Beauty Academy. Inappropriate employee behavior includes, but is not limited to, flirting; making suggestive comments; dating; request for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, etc.) unrelated to course work or official school matters; giving or accepting rides; giving or offering housing; selling or buying anything of more than nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations. We also expect that our students will behave professionally towards faculty and staff and will follow the same guidelines as are presented here for employees. If a student witnesses or hears of an instructor or staff person's participation in an inappropriate relationship with a student, we ask that the incident be reported to the Academy's School Director immediately.

## **Personal Property**

KC Beauty Academy assumes no responsibility for loss or damage to a student's personal property or vehicle (including contents of vehicle) while in, on, or adjacent to the institution's property.

## **Field Trips**

When appropriate, arrangements will be made for students to leave campus in order to observe their particular course of study as it applies to the real world of work. KC Beauty Academy requires students who attend field trips to use their own form of transportation. Field trips are not mandatory.

## **Pregnancy**

Students who are pregnant at the time of enrollment must provide written authorization from their attending physician prior to starting the program. A leave of absence due to pregnancy will affect the expected graduation date.

## **Program And Policy Changes**

KC Beauty Academy, at its discretion, may make reasonable changes in program content, materials, and equipment, as it deems necessary in the interest of improving students' educational experience. KC Beauty Academy reserves the right to make changes in organizational structure, policy, and procedures as circumstances dictate. When class size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. When federal, state, accreditation, or professional policy or standard changes occur, the Academy is required to make appropriate changes and will attempt to minimize the effects of any changes on current students.

## **Non-Disparagement Policy**

The Academy values your view on ways to improve all of the services we provide to our students. Our open-door policy is designed to provide a means to share your ideas and views with us. The quality of the experience and education obtained here is powerfully influenced by the attitude of instructors and other employees. If you are positive and confident and speak well of the quality of the education, curriculum, instruction, facilities, and administration, the environment will be positive and confident. If, on the other hand, exposure to criticism by anyone, however well-intentioned, about the quality of the education, curriculum, instruction, facilities, or administration, their confidence and their education may be impaired. For these reasons, we expect everyone to voice concerns and constructive criticism to management directly so the problems and concerns can be addressed and rectified in a timely manner.

## **Student Services**

KC Beauty Academy's staff is always available to attend to the needs of the student body at KC Beauty Academy. Student services are available for students with information regarding transportation, childcare, and professional counseling services available within the community, as well as attending to any other special concerns that may arise while attending KC Beauty Academy.

## **Reasonable Accommodations For Disabled Individuals**

KC Beauty Academy complies with the provisions of Section 504 of the Rehabilitation Act of 1973 and its subsequent amendments, and no qualified disabled person is excluded from enrolling in a course of instruction by reason of their disability. KC Beauty Academy admits those individuals whose disabilities would not create a safety hazard to themselves or their classmates and would not interfere with their ability to benefit from the training offered through their classroom performance capabilities and have reasonable placement potential following graduation. Students with disabilities should contact the school Admissions Advisor for information regarding the programs and services available.

## **Advisory Services**

Advisory services are provided to any student on career or educational needs prior to entry, upon entry, and after graduation. Outside agencies are recommended when the student needs professional assistance in areas such as childcare, transportation, housing or family, financial or legal advice. Students can make an appointment with the School Director, Financial Aid Officer, or instructor of their preference to provide advisory services.

## **Career Opportunities**

Graduates who receive their licenses have careers that can include: hair stylist, skin care specialist, nail technician, barber, makeup artist, salon manager or owner, salon trainer, product representative, educator, and platform artist.

### **STANDARD OCCUPATIONAL CLASSIFICATION CODES**

- 39-5091 Artists, Special Effects Makeup
- 39-5093 Assistants, Shampoo
- 25-1194 Barbering Instructors
- 39-5011 Barbers
- 39-5010 Barbers, Hairdressers, Hairstylists and Cosmetologists
- 39-5011 Barbers, Master
- 39-5094 Estheticians, Medical
- 39-5012 Hairdressers
- 39-5012 Hairdressers, Hairstylists, and Cosmetologists
- 39-5012 Hairstylists
- 39-5091 Makeup Artists, Performance

39-5091 Makeup Artists, Theatrical  
39-5091 Makeup Artists, Theatrical and Performance  
39-5092 Nail Technicians  
39-5094 Skincare Specialists

## Career Services

KC Beauty Academy actively assists students in obtaining desirable employment in their respective fields, however, the school does not guarantee placement. Job placement assistance is provided by inviting employers to meet and speak with students, job opportunities posted to the student board, and job opportunities sent via e-mail blasts. Students may request additional counseling sessions at any time.

## Externship Program

The Externship program at KC Beauty Academy is a great opportunity for students to gain real work experience in salons throughout the greater Los Angeles area while earning clock-hour credit towards graduation. Participation in the externship program is voluntary for both students and salons.

The following are the minimum requirements that must be met before they can begin the program:

1. Student Eligibility:
  - a) Students must be in good standing with academic standards of 75% or higher and an attendance rate of 70% or higher.
  - b) Student's tuition must be current.
  - c) Students must complete a minimum of 60% of the required clock hours for graduation to participate.
2. Student Responsibility:
  - a) Students cannot accrue more than 10% of the contracted course.
  - b) The extern shall not exceed 25 hours per week.
  - c) The student and institution must sign the externship information packet that is provided by the institution before either party begins to participate in the program.
  - d) The student must wear their school ID on them at all times while at the establishment where the externship is being held.
3. Salon Establishment Eligibility:
  - a) The establishment must adhere to all the regulations outlined in the written agreement provided by the institution.
  - b) The establishment where the externship occurs must be licensed by the state and in good standing.
  - c) Each individual supervising students in the service facility must hold a valid CA license for the program being supervised.
  - d) The establishment must evaluate the student's performance for activities completed during the externship using the Extern Progress Report Document. A manager or supervisor must sign and document each time the student participates in the externship program in order for the student to receive hours and credits.
  - e) The service facility evaluates students with respect to their attainment of the training objectives for the externship.
  - f) Establishments must complete a certificate of attendance and training hours as related to course requirements that are completed during the externship.

The institution's official must make periodic visits to a participating establishment to observe and verify these requirements are being met. The institution must recognize training hours certified by the establishment toward a student's course completion.

## Housing

KC Beauty Academy does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. There are many housing options available for students near the institution and generally within Los Angeles. The average rent for Los Angeles County is \$2,306 per month in 2025.

## Library And Learning Resources

KC Beauty Academy maintains a library of supplemental resources for student use. Students may access the library resources, which include: laptops with internet access, online licensing preparation from CIMA, videos for all enrolled programs, magazine publications, and books. Our partnerships with Dermalogica, Milady, Wella, Bio-Therapeutic, and Sugarlash offer our students ongoing continuing education, including professional videos and learning resources. See an instructor or staff member for permission to take books home overnight; all books must be returned to the school the following day.

## Parking And Transportation

KC Beauty Academy does not provide free parking for students. The school can be accessed by the Los Angeles Metro Gold Line at the Little Tokyo/Arts District station located at the intersection of 1<sup>st</sup> and Alameda St.

## Tutoring Assistance

Staff and faculty are readily available to assist students experiencing academic difficulties. Students are encouraged to meet with their instructors to discuss any academic concerns or skill-building practices. Instructors make every effort to identify students in need of assistance. Students, however, are urged to take the initiative to seek out-of-class help and to discuss their difficulties with their instructors or School Director. If the student requires or desires assistance outside of the realm of the institution's capabilities, the school limits its responsibilities in providing assistance in finding an outside tutor.

## Faculty

Each faculty member at KC Beauty Academy is dedicated to the success of our enrolled students. Instructional staff members possess current state licenses and represent years of experience and expertise in their particular field. Instructors are required to have a minimum of three years of experience in their respective fields per California state law. The maximum student-to-instructor ratio is 30:1. The following are the faculty and staff at KC Beauty Academy who dedicate their time and effort to create a learning environment where our students can grow and flourish in the beauty industry:

Administration	Title
Glenn Koach	Owner / CEO
Jenny Duenas	School Director
Yuko Koach	Artistic Director
Rino Koach	Admissions Director
Jezabel Velasquez	Financial Aid Officer

Faculty	Title	Experience
Jenny Duenas	Instructor	Licensed Cosmetologist with over 20 years of experience in the field
Yuko Koach	Substitute Instructor	Licensed Cosmetologist with over 20 years of experience in the field
Joshua Pena	Cosmetology Instructor	Licensed Cosmetologist with over 18 years of experience in the field
Julia Mendoza	Esthetician Instructor	Licensed Esthetician with over 17 years of experience in the field
Nancy Angsuvarn	Manicuring Instructor	Licensed Manicurist with over 14 years of experience in the field