



CosmoTon Academy Catalog

January 1, 2024 to December 31, 2024

1013 North H Street,
Lompoc, CA 93436
(805) 538-2465

<http://cosmotonacademy.com/>

This document details the responsibilities and demeanor to be followed by Students, Instructors and Staff associated with Cosmoton Academy. It will be the responsibility of the individual Student, Instructors and Staff members to know the contents of this manual and conform to the established policies and procedures.

This is to certify this catalog as being true and correct in content and policy.

Signature _____
Michael Funkhouser and/or Laura Funkhouser, Manager

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Approval/Disclosure Statement and Catalog Information :

Cosmoton Academy 1013 North H Street, Lompoc Ca. 93436 is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means that the school 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. The school is approved to operate until January 14, 2024.

Cosmoton Academy's catalog is provided to students via the web site or electronically and a print version is available at the school, upon request. 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 and is on the school's web page.

Cosmoton Academy's catalog shall be updated annually, per the California postsecondary Act of 2009 (94909). Any questions that you have regarding this catalog that have not been satisfactorily answered by this institution may be directed to:

The Bureau for Private Postsecondary Education at:

Physical Address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818 Website address: www.bppe.ca.gov Telephone & Fax #: (888)370-7589 or (916)574-8900 by fax (916)263-1897

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

Approved Programs	School Required Hours
Barbering Program 1000	1000 Hours
Barbering Program 1500	1500 hours
Hybrid Barbering Program 1000	1000 hours
Hybrid Barbering Program 1500	1500 hours

Instruction is in residence with facility occupancy level accommodating 16 students at any one time. California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact.

As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement.

You are also encouraged to review the Schools Performance Fact Sheet, which must be provide to you prior to signing an enrollment agreement. This school is currently approved to participate in approved sponsored programs, to provide grants and/or loans to pay for portions of tuition and fees.

The Board of Barbering and Cosmetology (BBC) has set minimum standards for these programs of study. The minimum number of class hours and total clock hours for each course must be met to qualify the student for licensure.

Mission Statement

Mission:

The mission of this institution is to provide a high quality barbering training program to students in the local area served by CosmoTon. Our goal is to have each student acquire the essential attributes and skills necessary to obtain employment as Barbering professionals. Our programs provide focused and intensive training to prepare students for the State of California Board of Barbering License exam. We offer an environment that will enable the student to thrive and develop the social, physical as well as their emotional skills to be a successful and positive professional in the community in which they serve.

Objective

The objective of CosmoTon is to provide instruction in theory and practical skills that follow a structured curriculum. Students are taught to use modern techniques in haircutting, shaves, scalp massage, facials, perms, hair coloring and business management. The students are provided videos, textbooks and other learning resources to broaden their essential knowledge of barbering. Student benefit is derived from faculty instruction that provides a strong educational foundation in barbering, the knowledge and skills essential for career success, and an environment that fosters openness and creativity.

Expectation:student conduct

Students will be required to conduct themselves in accordance with the general policy, guest policy, attendance policy, grooming and dress policies and standards of student conduct of professionalism at all times, as stated in the Board of Barbering and Cosmetology Rules and Regulations, and the Cosmetology Act.

These are standards required in today's workplace as stated in the Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) report and the Cosmo/Barber Advisory Committee.

Students who complete training at Cosmoton Academy will:

- Demonstrate personal development and practice good citizenship.
- Demonstrate professional work ethics.
- Develop self-esteem and the ability to assume responsibility for their actions.
- Demonstrate realistic goals and establish plans to achieve them.
- Demonstrate strategies
- Demonstrate initiative and independence.
- Acquire, analyze, and process information.
- Demonstrate the ability to work as a team.
- Show respect for the property and rights of the others.
- Exhibit self-discipline and individual responsibility.
- Demonstrate effective verbal and listening skills.
- Demonstrate use of appropriate career terminology.
- Recognize the importance of like-long learning.
- Demonstrate appropriate job skills preparation and readiness.
- Exhibit professional dress and grooming.

Instructional Location

CosmoTon
736 North H Street,
Lompoc, CA 93436

School Facilities

The school occupies approximately 1900sq ft of space in a retail strip mall located in the city of Lompoc. The campus is located at 736 North H Street, Lompoc, CA 93436. The facility and equipment comply with all federal, state and local ordinances and regulations including those concerning fire safety, building safety and the Board of Barbering and Cosmetology. Sufficient parking is available nearby. Our campus includes separate classrooms and practical training areas with ample amount of tables and chairs for our students comfort

School Equipment

- 7 Mannequins (with full head of hair)
- 1 Time clock or time scanner
- 3 Shampoo bowls
- 4 Hood Dryers
- 8 Hairstyling or barber chairs
- 1 Electric curling iron
- 1 Non-electric comb
- 2 Non-electric curling irons (at least two sizes)
- 1 Stove (for non-electric combs)
- 1 Towel steamer

INSTRUCTIONAL LANGUAGE

Instruction is offered in English only. The level of English language proficiency required to succeed in the program is that of the equivalent of high school English in the United States.

VISA SERVICES

This institution admits students from other countries but doesn't provide visa related services.

Admission Policy:

Cosmoton Academy is accepting students for admission once the following criteria have been met:

- Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school. graduation
- Must be 17 years of age or older.
- Provide a copy of his/her High School Diploma, or GED or their transcript showing high school completion or documentation proving completion of homeschooling at the secondary level as defined by state law or have evidence that verification of a foreign student's high school diploma which is to be performed by an outside agency that is reputable third party Evaluator ,that is translates, confirm it meets requirements for admission and confirm the academic equivalence to a U.S. high school diploma.
- Applicants without a high school diploma, Certificate of Proficiency, or G.E.D. certificate will be administered the Combined English Language Skills Assessment (CELSA) Ability to Benefit Test. This test is administered by an independent third party administrator and the cost of the test is paid by the school. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the student does not attain a qualifying score, the student may take a different CELSA test. If the student does not attain a qualifying score on the second test, the student may re-test after 15 days. A qualifying score is 97. The following is more information on Cesla :

www.acttabilitytobenefittest.com

Office: (805) 965-5704

Fax:(805) 965-5807

- Crossover Students Only: Student must have an active Cosmetologist license issued by the California Board of Barbering and Cosmetology.
- Applicant must provide a valid, government-issued picture ID, such as a California Driver's license, other state issued ID, or Passport.
- If a high school information appears to be questionable, for example (age and date of graduation are not reasonable, or the documentation doesn't look official, etc.) an official transcript will be requested and evaluated by the director of education prior to enrolling the student. If the information cannot be verified by the school the student must pass a GED test prior to enrollment or take the Combined English Language Skills Assessment (CELSA) Ability to Benefit Test.
- Self-Certification will not be allowed for enrollment or Title IV purposes.
- Provide their Social Security number or ITIN.
- Students shall schedule an interview and personal tour with Cosmoton Academy prior to enrollment.
- Transfer students only: Transfer students shall provide transcripts from prior instructional institution prior to enrollment. Failure to provide the required documentation of previous training, in any circumstance, prior to enrollment, will result in not being able to apply those hours that could be accepted toward your enrollment at Cosmoton Academy
- Cosmoton Academy does not accept or credit student applicants with any credit for experiential learning.
- This institution has not entered into an articulation or transfer agreement with any other institution.

- Veteran Students Only: Veteran Students applying to use Veteran’s Education benefits shall provide Cosmoton Academy with all transcripts and proof of prior credit from all postsecondary training, prior to enrollment, if applicable. Once above items are complete and presented to school enrollment staff, student is ready to pay registration fee of \$100 (non- refundable) and complete an enrollment agreement.

Once above items are complete and presented to school enrollment staff, student is ready to pay registration fee of \$100 (non- refundable) and complete an enrollment agreement.

Transfer Policy (Hours and Services from Another Institution)

The transferability of credits or services you’ve earned from another institution are determined at the sole discretion of Cosmoton Academy administration. You may be required to repeat some or all of your coursework or services. All transfer hours must be determined prior to enrollment and included in your enrollment agreement. VA student transcripts from all prior post-secondary schools will be evaluated prior to enrollment and any relevant experience will be credited to student as transfer hours.

RE- ENTRY (Re-Enrollment Policy)

A student who withdraws from Cosmoton Academy may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment and will re-enter at the same Satisfactory Academic Progress status as when they left, if re-entry occurs within 180 days of last day of attendance. A student who was terminated for behavior reasons may not be eligible for re-entry. Students who re - enter more than 180 days after last day of attendance will have their transcripts evaluated for the number of credits and services, they will receive credit for and such review and transferring of hours will be at the sole discretion of the school’s Director. A new registration fee of \$150 must be paid to reenroll plus additional may incur pertinent to changes in rates and digital seat.

Non-discrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation,national(ethnic)origin, marital status, pregnancy, age, disability, financial status,veteran’s status,area of origin or residence or any other classification that precludes a person from consideration as an individual in its admissions, staffing, instruction and/or graduation policies.

School Hours ,Holidays and School Closures(Calendar):

Cosmoton Academy is open and holds classes from 9:00am-3:00pm Wednesday-Friday. The school’s administration’s office is open Wednesday-Friday 9:00 am – 3:00 pm for questions, tours, and enrollments. The 2024 holidays and school closures that Cosmoton Academy observes are:

Cosmoton Academy celebrates three vacation periods as well as several holidays.

Vacation periods:

- Winter break December 18, 2024 - January 15,2025

- Summer break August 7,2024 - August 16,2024
- Spring Break March 20,2024- March 29,2024

Holidays:

- February 19th Presidents Day
- NA Easter Break
- May 27th Memorial Day
- June 19,2024 Juneteenth
- July 4-5,2024 Independence Day
- September 2,2024 Labor Day
- November 1,2024 Fall Cosmoton Holiday
- November 11,2025 Veterans Day
- November 28-29,2024 Thanksgiving(Thursday-Monday)
- One day per month for staff personal development (May 31,2024)

Additional holidays may be added to the schedule at the discretion of school administration. The school is open for business unless there is a declared State of Emergency. A special holiday may be declared for staff training, emergency, weather, special reason or COVID-19 required closure. Unexpected closures and Snow Days/Storm Days will be reported to students via the schools website, Homebase app and/or Instagram or text message.

CLASS START DATES

2024 Barbering Class Start Dates

Barbering February 7, 2024, April 3, 2024, May 22 , 2024, July 10 , 2024, August 21,2024,October 9,2024. Enrollments are restricted to maintain a low student-to-instructor ratio and if space is an issue, students are enrolled on a first come first serve basis.

PROGRAM

Cosmoton Academy currently offers training leading to licensure with its Barbering program 1000 hour & 1500 hour/Barbering Hybrid program 1000 hour &1500 hour . The barbering program is approved as a brick & mortar program and a hybrid program with distance education.

Distance Education and Hybrid Program Requirements

Cosmoton Academy provides a hybrid program of study that provides for both in-school education, as well as distance learning.

Upon completion of all curriculum requirements, students must demonstrate competency by taking and passing several written comprehensive Academic exams and Practical assessments, which are administered in school. All transcripts provide by Cosmoton Academy will specifically outline those hours obtained via distance education. Please note that in accordance with the school's accrediting agency, practical experiences on a live model or service guest can only occur during the in-school portion of the program.

As a part of distance education, Cosmoton Academy will ensure the content is delivered in a manner that

meets the school’s mission statement and educational objectives by assessing each students competence. Participation will be documented in a log of all student activity. This requires participation in all online activities such as, quizzes, chatroom conversations and intermittent check ins. Students qualitative academic performance for each of the distance education (modules) will be evaluated through testing and educational evaluations administered in person during school operating hours.

Cosmoton Academy offers distance education to its Future Professionals for only a portion of the educational program. Students who enroll in a program with distance education as a component of the program understand and acknowledge that the portion of distance learning offered is in compliance with the school’s state regulatory body and accrediting agency. SinceCosmoton Academy only utilizes distance learning for a small portion of the overall program, the school does not enroll students who are only interested in attending the distance learning portion of the program. Please note that academic achievement earned via distance education may not be accepted for reciprocity or eligibility for licensure in other states.

Students must have the following hardware, software, and network requirements:

- A computer or other mobile device
- Internet connection broadband wired or wireless (3G or 4G/LTE) Minimum bandwidth is 600kbps (up/down) and recommended is 1.5 Mbps (up/down). Check your Internet bandwidth using Speedtest
- Pivot Point
- Google Chrome
- Zoom

PROGRAM SCHEDULES & LENGTH

MAXIMUM TIME FRAME

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

PROGRAM	STATUS	HOURS P/WEEK	PROGRAM HOURS	WEEKS	SCHEDULED HOURS
Hybrid Barbering Program 1000	FT	29.5	Wed-Fri 9-4pm + 10 hours a week distance education	34	52
Hybrid Barbering Program 1500	PT	29.5	Wed-Fri 9-4pm	52	69
Barbering Program 1000	PT	19.5	Wed-Fri 9-4pm	52	69
Barbering Program 1500	PT	19.5	Wed-Fri 9-4pm	77	102

*On Campus schedules include a ½ hour lunch during which clock hours are not earned and two-15-minute breaks.

Asynchronous Hours(Online/Distance Education):

Hours a week ~ 10-13 hours a week up to 25% of program hours total

Using Pivotpointlab.com Students logged in correctly may earn 10-13 asynchronous hours a week.

Guideline :

The 10-13 theory hours must be concurrent with the morning theory chapter the school is on. Students must get prior approval for credit on other chapters.

- Theory will be counted in one hour increments.
- Students must track the hours in their distance education log and turn it in monthly .
- For credit quizzes must be complete weekly
- Students can expect no more than 30 days to elapse between the submission of distance education work and the evaluation from the instructor on that work

ORIENTATION DAY

Student orientation occurs on the first day of class, clock hours are earned. At orientation students will review school procedures and policies with a school staff member.

TUITION & FEES

Because of the inflationary cycles, and because we must occasionally change equipment to remain current, the school reserves the right for the tuition information to be subject to change.

COURSE	TUITION	REG *	APP.*	KITS**	BOOKS, digital lab seat,tech fee, classroom supplies**	STRF ***	TOTALS
BARBER	\$15,000	\$100	\$100	\$1500	\$561.50	\$0	\$17,261.50
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE					\$17,261.50		
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM					\$17,261.50		

*Registration and Application Fee: Non-Refundable.

** Non-refundable. These charges include all applicable sales tax + Additional miscellaneous school supplies (ex. Textbooks,E-Book,Stateboard book, Digital Lab Seat, Tech Fee)

***Student Tuition Recovery Fund Fee. (Non-Refundable)

*Registration Fee: Non-Refundable.

**** Non-refundable.** These charges include all applicable sales tax + Additional miscellaneous school supplies (ex. Textbooks, Digital Lab Seat, Tech Fee)

*****Student Tuition Recovery Fund Fee. (Non-Refundable)**

Note: Once used, kits are not returnable or refundable due to sanitary considerations. Above kits prices include sales tax. Length of time in course depends on number of hours student contracts for on a monthly basis as specified in the Enrollment Agreement.

Non-Institutional Fees: State exam fee is the responsibility of the student: the current fees are \$125.00 for the exam application and initial license fee .

OVERTIME CHARGES

If a student exceeds the time frame outlined in their Enrollment Agreement, an extra instructional charge will be added for the remaining hours & operations needed to complete their course. The current rate per hour is \$17.00. A total of 49 personal hours to assist with necessary absences and all school holidays are used to compute a student 's contract end date. In the event a student is absent 14 consecutive calendar days, for any reason, said student(s) will be dropped and may re-enroll per the terms of the re-enrollment policy. All monies received for extra-instruction prior to completion of the student contract are refunded if the student terminates prior to completion of the program.

METHODS OF PAYMENT

Acceptable methods of payments are Cash, Cashier's Check, Money Order and Personal check and financing available with TFC tuition .For more info about TFC tuition go to : tfcstudentinfo.com

Students not making 2-3 payments may be dropped.To re enroll all payments must be paid and student must pay re-enrollment fee.

TUITION FOR TRANSFER STUDENTS

The tuition portion of a transfer students fees, excluding any books, uniforms, or kits required will be computed on a pro rata basis of the number of the hours they are contracting of the current tuition rate.

LOAN REPAYMENT

Cosmoton Academy does not provide direct financial assistance. Students are responsible for obtaining loans, grants or sponsors for tuition and other fees. There are public and private agencies that may provide tuition assistance in the form of grants or loans. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

TARDY POLICY & EARLY OUT POLICY

Students arriving more than 15 minutes after their scheduled start time, may not be allowed to enter theory class that day and may return at 11am . Missing excessive theory may result in a write up. Students are asked to stay to the end of their scheduled day. If they need to leave early due to a medical appointment, family emergency or other reason, please discuss with the Director or Instructor in advance.

EXCUSED AND UNEXCUSED ABSENCES

An absence is an absence at Cosmoton Academy , there is no contract extension for an excused absence, but the school does appreciate you calling/texting in if you will know you will be out for scheduling purposes. In the event a student is absent 14 consecutive calendar days, for any reason student(s) may be dropped and may re-enroll per the terms of the re-enrollment policy.

SCHOOL DRESS CODE

Students at Cosmoton Academy are to be in dress code at all time while on campus. This means that when students arrive at school and clock-in, they are to be in dress code and remain in dress code the remainder of the day while clocked-in. Violation of the school dress code may result in a student being sent home for the day or to change, which will also result in a loss of hours. The dress code is as follows:
- PER STATE BOARD BUSINESS AND PROFESSIONS CLEANLINESS: ARTICLE 983
PERSONAL CLEANLINESS: CODE SECTION 7312 STATES:

Article 983.1: The person and attire of a licensee or student serving a patron shall at all times be clean.

For reasons of professionalism, identification, health and safety, students will be required to wear a proper uniform. The proper uniform for a Cosmoton Academy student is as follows:

- Black barber jacket and/or black apron
- All clothes are to be essentially black.
- No inappropriate graphics or words on shirts .
- Black skirt or shorts 2 inches above the knee or longer.
- Underarms, midriiffs and chest hair/cleavage may not be exposed.
- Black bottoms
- Black pants or New dark jeans acceptable (may not be faded or light jeans)
- black tights and leggings.
- Sleeveless shirts are permitted when worn underneath a barber jacket.
- Fashionable, trend hats, caps and beanies are permitted without inappropriate pictures, words, excessive logos or advertisements.
- Close toed shoes. Slippers, Crocks and Ugg boot style shoes are not permitted.

Leave of Absence Policy:

Cosmoton Academy does not currently offer a Leave of Absence. Students are given holidays and 49 hours in their contract to use in the event of illness, family event or other matters. In the event a student is absent 14 calendar days said student will be dropped but is eligible to reenroll per the terms of the re enrollment policy.

JOB PLACEMENT ASSISTANCE (Employment Assistance)

Job placement assistance is available to students; however, Cosmoton Academy does not guarantee job placement and makes no guarantees as to wages or level of income. Cosmoton Academy attempts to locate employment for graduates who request assistance. This service is extended to all graduates. Cosmoton Academy also provides training in professional image, resum' writing, interviewing skills, the mechanics of owning and operating a shop, and a class which focuses on selfesteem, communication skills, continuing education, and building a clientele.

CAREER OPPORTUNITIES IN THE BARBERING FIELD

U.S. Department of Labor's Standard Occupational Classification Codes (CIP Codes) Labor's Standard Occupational Classification: #39-5011 Barbers. This applies to the Barbering program 1000 hour & 1500 hour/Barbering Hybrid program 1000 hour &1500 hour .

EMPLOYMENT & LIABILITY DISCLAIMER

It is a violation of section 7317 of the California Business and Professions Code and section 965 of Title 16 of the California Administrative Code for a student enrolled at Cosmoton Academy to charge a fee or receive a commission for performing a barber service. A student's enrollment and relationship with the school is limited to a student relationship status and students shall not receive any types of wages, salary, commissions, or benefits of any kind. You are also informed that as a student that you are not an employee, an agent, or a representative of the school, and that the school representatives have no responsibility, liability, or obligation to you as an employer.

PERSONAL SERVICES POLICY

The instructor may grant permission for students to perform personal services on each other during down time. Clients come first and a student may be asked to stop a personal service to accommodate the client.

SMOKING POLICY

This is a no-smoking facility. All smoking shall be done in the designated area in front of the building away from the entrance. Smoking is only allowed during breaks and lunch.

STUDENT SERVICES

Available student services at Cosmoton Academy include but are not limited to career counseling, career development services and academic counseling. Instructor(s) provide academic counseling for students and encourage students to seek extra help with in practical or technical work. The school makes no representation or guarantees relating to the student services;

however, the school staff is willing to offer assistance and guidance in the areas listed below when possible.

- Referrals to social service agencies

- Ridesharing or transportation
- Referral to drug or alcohol abuse programs
 - Health service agencies
- Assistance in organizing student study groups

The school's administration's office is open Wednesday through Friday 9:00 am – 4:00 or by appointment at Cosmotonacademy@gmail.com to schedule student counseling.

COURSE OUTLINE

Barbering program 1000,1500 a are brick & mortar program .

Hybrid Barbering program 1000 and Hybrid Barbering program 1500 are approved as a brick & mortar program and a hybrid program with distance education.

The requirements are listed below:

COURSE OUTLINES

Course Name: Hybrid Barbering 1000 Program

Course Description: Student will receive training in the art and sciences of **Barbering**

Course Level: Basic

Course Length: 1000

Program Length in weeks: 34

SOC: 39-5011.00 - Barbers

Instructional Method: The course will use lectures, demonstrations and student participation. Students will demonstrate their competencies in Barber theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Course Objective: Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as barber, skincare specialist, platform artist, colorists, sales representative, instructor, salon owner or barber owner.

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale. A final exam is administered.

Distance Education Instructional Methods (if applicable): Distance education means education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. These technologies include:

1. The internet
2. One-way and two-way transmissions/communications between the students and the instructor through open broadcast, closed circuit cable, broadband lines, fiber optics, satellite, or wireless communication devices.
3. Audio conferencing or
4. DVD's if the DVD's are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition. The school will evaluate the student's qualitative academic performance for each [PERCENTAGE] of the distance education component actually completed within the program at the institution by a qualified instructor.

GRADE	DEFINITION		PERCENTAGE
A	Excellent		90% to 100%
B	Very Good		80% to 89%
C	Passing		70% to 79%
D	Unsatisfactory-Failing		60% to 69%
F	Failing		Less than 60%

Course Reference/Instructional Materials:

Textbook	ISBN #	Copyright	Other Resources
Pivot Point Ebook and Pivot Point Workbook	978-1-940593-97-5	Latest edition	NA
GeoChroma Cosmoton Guide	NA	NA	NA
Stateboard Review Book	NA	Latest edition	NA

Hybrid Barbering 1000 :Course Subjects

Orientation is done on first day of class

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

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
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 : health and safety, Disinfection and Sanitation, Chemical Hair Services, Hairstyling Services, Shaving and Trimming of the Beard, shop business principles,professional ethics,record keeping,basic tax information relating to booth rental and independent contrators,skills,including professional ethics,salesmanship,clientele building,review and practice for Stateboard exam ,professionalism,resume building ,interview and job search skills .	200
TOTAL HOURS OF TECHNICAL INSTRUCTION	1000

Course Name: Hybrid Barbering program 1500

Course Level: Basic or Advanced

Course Description: Student will receive training in the art and sciences of [Barbering].

Course Length: 1500 hours

Program Length in weeks: 51

SOC: 39-5011.00 - Barbers

Instructional Method: The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in [Barber] theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Course Objective: Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as barber, skincare specialist, platform artist, colorists, sales representative, instructor, salon owner or barber owner

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments, and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school’s grading scale. A final exam is administered.

Distance Education Instructional Methods (if applicable): Distance education means education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. These technologies include:

1. The internet
2. One-way and two-way transmissions/communications between the students and the instructor through open broadcast, closed circuit cable, broadband lines, fiber optics, satellite, or wireless communication devices.
3. Audio conferencing or
4. DVD’s if the DVD’s are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition. The school will evaluate the student’s qualitative academic performance for each [PERCENTAGE] of the distance education component actually completed within the program at the institution by a qualified instructor.

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%

D	Unsatisfactory Failing	60% to 69%
F	Failing	Less than 60%

Course Reference/Instructional Materials:

Course Reference/Instructional Materials:

Textbook	ISBN #	Copyright	Other Resources
Pivot Point Ebook and Pivot Point Workbook	978-1-940593-97-5	Latest edition	NA
GeoChroma Cosmoton Guide	NA	NA	NA
Stateboard Review Book	NA	Latest edition	NA

Hybrid Barbering 1500 : Course Subjects

Orientation is done on first day of class

Subject	State Minimum Requirements
<p>Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.</p>	100
<p>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.</p>	100
<p>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.</p>	200
<p>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.</p>	200
<p>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.</p>	200
<p>ADDITIONAL TRAINING : health and safety, Disinfection and Sanitation, Chemical Hair Services, Hairstyling Services, Shaving and Trimming of the Beard, shop business principles,professional ethics,record keeping,basic tax information relating to booth rental and independent contrators,skills,including professional ethics,salesmanship,clientele building,review and practice for Stateboard exam ,professionalism,resume building ,interview and job search skills .</p>	700
<p>TOTAL HOURS OF TECHNICAL INSTRUCTION</p>	1500

Course Name: Barbering Program 1500

Course Description: Student will receive training in the art and sciences of **Barbering** .

Course Level: Basic

Course Length: 1500

Program Length in Weeks: 77 weeks

SOC: 39-5011.00 - Barbers

Instructional Method: The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in barbering theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Course Objective: Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as barber, skincare specialist, platform artist, colorists, sales representative, instructor, salon owner or barber owner

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school’s grading scale. A final exam is administered.

Distance Education Instructional Methods (if applicable): Distance education means education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. These technologies include:

1. The internet
2. One-way and two-way transmissions/communications between the students and the instructor through open broadcast, closed circuit cable, broadband lines, fiber optics, satellite, or wireless communication devices.
3. Audio conferencing or
4. DVD’s if the DVD’s are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition. The school will evaluate the student’s qualitative academic performance for each [PERCENTAGE] of the distance education component actually completed within the program at the institution by a qualified instructor.

GRADE	DEFINITION	PERCENTAGE
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A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory-Failing	60% to 69%
F	Failing	Less than 60%

Course Reference/Instructional Materials:

Barbering program 1500: Course Subjects

Orientation is done on first day of class

Subject	State Minimum Requirements
<p>Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.</p>	100
<p>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.</p>	100
<p>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.</p>	200
<p>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.</p>	200
<p>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.</p>	200
<p>ADDITIONAL TRAINING : health and safety, Disinfection and Sanitation, Chemical Hair Services, Hairstyling Services, Shaving and Trimming of the Beard, shop business principles,professional ethics,record keeping,basic tax information relating to booth rental and independent contrators,skills,including professional ethics,salesmanship,clientele building,review and practice for Stateboard exam ,professionalism,resume building ,interview and job search skills .</p>	700
<p>TOTAL HOURS OF TECHNICAL INSTRUCTION</p>	1500

Course Name: Barbering program 1000

Course Description: Student will receive training in the art and sciences of **Barbering**

Course Level: Basic

Course Length: 1000

Program Length in weeks: 52

SOC: 39-5011.00 - Barbers

Instructional Method: The course will use lectures, demonstrations and student participation. Students will demonstrate their competencies in Barber theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Course ObjectiveTrain/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as barber, skincare specialist, platform artist, colorists, sales representative, instructor, salon owner or barber owner

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale. A final exam is administered.

Distance Education Instructional Methods (if applicable): Distance education means education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. These technologies include:

1. The internet
2. One-way and two-way transmissions/communications between the students and the instructor through open broadcast, closed circuit cable, broadband lines, fiber optics, satellite, or wireless communication devices.
3. Audio conferencing or
4. DVD's if the DVD's are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition. The school will evaluate the student's qualitative academic performance for each [PERCENTAGE] of the distance education component actually completed within the program at the institution by a qualified instructor.

GRADE	DEFINITION		PERCENTAGE
A	Excellent		90% to 100%
B	Very Good		80% to 89%
C	Passing		70% to 79%
D	Unsatisfactory-Failing		60% to 69%

F	Failing		Less than 60%
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Course Reference/Instructional Materials:

Textbook	Workbooks	State Board Book	ISBN #	Copyright	Other Resources

Barbering Program 1000: Course Subjects

Orientation is done on first day of class

Subject	State 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. Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100
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
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
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 : health and safety, Disinfection and Sanitation, Chemical Hair Services, Hairstyling Services, Shaving and Trimming of the Beard, shop business principles, professional ethics, record	200

keeping,basic tax information relating to booth rental and independent contractors,skills,including professional ethics,salesmanship,clientele building,review and practice for Stateboard exam ,professionalism,resume building ,interview and job search skills .	
TOTAL HOURS OF TECHNICAL INSTRUCTION	1000

Distance Education hours and assignments are graded and recorded Monthly after student asynchronous paperwork has been turned in . Theory chapter exams, final exams and final practical evaluations must be completed in the school facility.

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- The minimum combined total clock hours of Barbering program 1000 hours & 1500 hours/Barbering Hybrid program 1000 hours & 1500 hours , include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
- Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

INDUSTRY PREREQUISITES & PHYSICAL DEMANDS

Students that have criminal convictions are encouraged to contact the California State Board of Barbering and Cosmetology to see if their conviction would exclude them from taking the state licensure exam, prior to enrollment. The state of California’s criminal plea conviction application that can be found on the Board website at www.barbercosmo.ca.gov. Additionally, prospective students should be aware of the physical demands required of a barber in this industry. Occupations in the barber industry generally require prolonged standing or sitting and constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. Prospective students should have finger dexterity and a sense of form and artistry, enjoy dealing with the public and be able to follow a client's direction and to have compassion and patience for people at all times. A student must be physically capable of performing all required activities conducted at the school and comply with all safety policies and procedures to work as a licensed barber. Individuals with allergies or other sensitivities may have reactions to typical chemical products used in barber industry. Exposure to chemicals used in the barber industry may cause cancer and birth defects or other reproductive harm to you and your unborn child. In addition, the physical demands required by the school curriculum could place unwanted stress on the mother and child during pregnancy. Please consider this and consult with your physician regarding these issues prior to enrolling and signing an enrollment agreement. Generally, the professional in the Barbering field must be in good physical health he/she will be working in direct contact with customers. This related field of study requires a great deal of standing while working on a patron, with shoulder, arm and hand muscle movements. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the

acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

LEARNING RESOURCES:

Access to a library and other learning resources are not required by the curriculum to support the instructional needs of the students, (CCR71270) and therefore, no physical library is maintained by this institution. The text materials and classroom activities are sufficient to support the curriculum and instruction required by the Barbering and Cosmetology Board of California.

Learning resources are available containing many audio and visual aids, books, periodicals, magazines on styling, skincare, nail care, motivation, health and wellness for student's reference. Students may check-out reference materials by submitting a request to the instructor or a member of the office staff.

Online Resources Available to Our Students

- Milady

A leading publisher of beauty education materials.

<http://www.milady.com/>

Created by David W. Rash Page 2 5/20/2009

- Barbers, Cosmetologists, and Other Personal Appearance Workers

Job opportunities and descriptions, Occupational Outlook Handbook

<http://www.bls.gov/oco/ocos169.html>

HOUSING

This institution has no responsibility to find or assist a student in funding housing. This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,100 a month. (www.apartmentguide.com)

CONDUCT POLICY AND CONDUCT PROBATION

Cosmoton Academy requires that all students conduct themselves in a courteous & professional manner at all times. Refusal to conduct themselves in an orderly and considerate manner, complying with all rules and regulations of the Academy, will be subject to the institution's Conduct Policy. Cosmoton Academy has a progressive Conduct Policy, beginning with a verbal warning, followed by a written warning, then 30 day conduct probation then termination for not correcting violations. If any of these infractions occur students will be asked to stop such activity and may be asked to punch out for the remainder of the day. The following may be deemed violations of the conduct policy:

- Failure to have books and equipment ready for class and/or clinic every day.
- Failure to maintain infection control and clean his/her own station
- Using cell phone during services or during school hours. Cell phones may be used in the break room and in the back of the building. If call is more than 3 minutes students may be asked to clock out
- Failure to follow Personal Services Policy

- Violating smoking policy
- Not completing assignments
- Theft or non-accidental damage to Academy property.
- Forgery, alteration or misuse of records or documents
- Cheating, plagiarism or any other academic dishonesty
- Physical or verbal abuse of others or any threat of force
- The use, possession, distribution, or being under the influence of alcohol, narcotics, or any other controlled substance on campus, or any off-campus Academy sponsored event
- Unauthorized entry into, unauthorized use of, and misuse of Academy property
- Possession or use of explosives or weapons
- Failure to comply with directions of Academy officials acting in performance of their duties
- Disorderly, lewd, indecent, obscene or offensive conduct on school campus
- Obstruction or disruption of the educational process
- Failure to follow the directions of school staff
- Leaving campus early without notifying staff in advance
- Behind on tuition payments
- Failure to comply with Dress Code
- Leaving Campus early without prior approval.
- Not maintaining applied effort after clocking in
- Reading material not related to your training or activity
- Insubordination

TERMINATION CONDUCT DISMISSAL POLICIES

The following acts may result in immediate termination from Cosmoton Academy

- Missing school for 14 sequential calendar days
- Intoxication on campus
- Cheating on clock hours
- Cheating on number of assignments completed
- Stealing
- Use, possession, sale, or distribution of drugs/alcohol.
- Interference with any instructor or administrator in connection with carrying out their duties.
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects is prohibited.
- Activities that involve holding, pushing, tackling, wrestling or any other type of physical contact or threat of physical contact

GRIEVANCE POLICY AND STUDENT COMPLAINTS

Most problems or complaints that students may have with the school or its administrator can be resolved through a personal meeting with the student's instructor or school administrator. If however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus, in person or via email at Cosmotonacademy@gmail.com and staff will respond within 10 school days to aggrieved student, in writing. Grievance forms are available in the file box. All written complaints from students are saved for 6 years for review.

Students should follow the above process; however, the student may, at any time, file a complaint with the school's licensing agency.

Complaints can be filed with BPPE at <https://www.bppe.ca.gov/enforcement/complaint.shtml>:

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website www.bppe.ca.gov. or by downloading the complaint form and mailing it to the address below.

Bureau for Private Postsecondary Education P.O. Box 980818 West Sacramento, CA 95798-0818

Complaints can also be filed with Board of Barbering & Cosmetology at <https://www.barbercosmo.ca.gov/enforcement/complaint.shtml>:

All complaints must be submitted to the Board of Barbering and Cosmetology in writing.

Complaints may be submitted:
Electronically through www.breeze.ca.gov.

or

By U.S. Mail using a Consumer Complaint Form (Korean) (Spanish) (Vietnamese) or other written document addressed to:

Board of Barbering and Cosmetology P.O. Box 944226 Sacramento CA, 94244-2260

STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was

closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued. cancel

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.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589

STUDENTS 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, or the seventh day after enrollment, whichever is later. The institution shall refund 100% less registration fee of \$150.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Cosmoton Academy's Satisfactory Academic Progress is consistently applied to all students enrolled at the school, regardless of their class schedule. This policy is provided to all students prior to enrollment by printing in the school catalog. Cosmoton Academy's Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis, as explained in the policy.

EVALUATION PERIODS

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Evaluations will be performed on actual hours. The chart below details the evaluation points applicable to each program:

Evaluation Periods for Barbering Students:

Student's compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

- 375 Hours
- 750 Hours
- 1125 Hours

- 1350 Hours

At the point of actual completion, or at which each additional 200 clock hours are scheduled to be completed, beyond graduation date.

ATTENDANCE PROGRESS

For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 75%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame of one and one-third (1 1/3) times the length of the course.

QUALITATIVE PROGRESS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 80% to maintain satisfactory attendance progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incomplete's and Repetitions. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, if applicable. The Institution is currently not approved for Title IV financial Aid or Veteran's benefits, at this time.

MAXIMUM TIME FRAME

Students are required to complete the program and/or course within 133% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled contracted hours. Any student who has exhausted the maximum time frame will be dropped from the program and may elect to re-enroll on a cash pay basis in a manner consistent with the school's admissions policy. VA benefits are paid based on the approved program length of 1000 or 1500 hours only.

Maximum Weeks 133

PROGRAM	STATUS	HOURS P/WEEK	PROGRAM HOURS	WEEKS	SCHEDULED HOURS
Hybrid Barbering Program 1000	FT	29.5	Wed-Fri 9-4pm + 10 hours a week distance education	34	52
Hybrid Barbering Program 1500	PT	29.5	Wed-Fri 9-4pm	52	69
Barbering Program 1000	PT	19.5	Wed-Fri 9-4pm	52	69
Barbering Program 1500	PT	19.5	Wed-Fri 9-4pm	77	102

GRADING SYSTEM

Students are graded by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a “B” average to maintain satisfactory academic status. Students must have good coordination and show an aptitude for barbering, as well as possess the ability to learn various phases of barbering. The system detailed below is the grading system utilized in this academy .

va

90% - 100%	A Excellent
80% - 89%	B Good
70% - 79%	C not passing
60% - 69%	D Not Passing
59% or Below	F Failing

WARNING

Students who do not meet Satisfactory Academic Progress requirements will be placed in the status of Financial Aid Warning. Students on Financial Aid Warning may continue to receive Title IV funding, if applicable, until the next scheduled evaluation. Students must meet the minimum requirements for attendance and academics by the next scheduled evaluation, to be deemed making Satisfactory Academic Progress.

ACADEMIC 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. Cosmoton Academy does not allow for the status of probation. Students receiving Title IV Aid or VA educational benefits may have their benefits discontinued if the student fails to meet Satisfactory Academic Progress minimum requirements, if applicable.

RE-ESTABLISHMENT OF PROGRESS

Students not meeting Satisfactory Academic Progress standards will be notified in writing of the actions required to attain the minimum requirements for attendance and academics by the next scheduled evaluation.

EVALUATION RESULTS (SAP Reports)

All Satisfactory Academic Progress evaluations will be completed by the school within 7 school business days following the evaluation period, students will be notified of the results of their evaluation(s) either by email (electronically) or in person (paper).

ACCESS TO SATISFACTORY ACADEMIC PROGRESS REPORTS

A hard copy of each Satisfactory Academic Progress evaluation is maintained in the student’s file.

INTERRUPTIONS, LEAVE OF ABSENCES & WITHDRAWS

Cosmoton Academy does not offer leave of absences at this time. 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.

INCOMPLETES, WITHDRAWALS & REPETITIONS

Incompletes, withdrawals, and repetitions do not apply to the institution have no effect upon the institution's satisfactory academic progress standards if the institution has no such items or policies

TRANSFER STUDENTS & SAP

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted.

VETERANS FUNDING & SAP

Students receiving Veterans Educational funding will remain be eligible for funding if they are not making SAP and are on Satisfactory Academic Progress warning, if applicable. Failure to meet SAP by next evaluation period will result in termination of such funding.

TITLE IV FINANCIAL AID

Cosmoton Academy does not currently participate in Title IV funding.

VETERANS EDUCATIONAL FUNDING

Cosmoton Academy does not currently offer Veteran's Educational benefits.

MAKE UP HOURS & MAKE UP WORK

Students must complete all required assignments and exams. Students who miss their regular school schedule must complete makeup work within their regular scheduled time. Students may not makeup work or time for the sole purpose of "banking" work or "completing" time more quickly. Makeup work simply, makes up work that would have been completed during time that was missed.

Students may makeup hours during course times the student is not normally scheduled for attendance (For example, night school, Design Team Events, Monday or Saturday) if there is a schedule that is applicable (Mondays or Saturdays) and if the student is qualified to attend events (Design Team, Student Council, etc). Students may not make up hours until the student has reached over 900 actual clock hours in the barbering program. Make-up time will only be allowed for students until a cumulative attendance percentage 100% is achieved. All make up hours must be pre-approved by the school Chief Academic Officer. Students must complete a Make-Up Request Form indicating the date, time, activity completed, and the name of the Learning Leader who supervised the make-up time. Advance permission from an instructor is required to assure student teacher ratios allow for such.

If a student fails or misses a written or practical exam/quiz they will be given an opportunity (3) to make up that exam/quiz on the next scheduled test date. Students are reminded they are required to have a cumulative score (qualitative) from their written and practical exams (combined) at the SAP evaluation point to be deemed making Satisfactory Academic Progress. Students must complete a Future Professional Make-Up Request Form indicating the date, time, activity completed, and the name of the instructor who supervised the make-up time.

VETERAN'S BENEFITS SATISFACTORY ACADEMIC PROGRESS POLICY

When the grade average, during a SAP (Satisfactory Academic Progress) check, of a veteran or eligible person falls below 80 % in academics and 75 % in attendance the student will be placed on warning for two months. If at the end of the two month warning period the student's grades are still below 80 % in academic and 75% in attendance the , veteran or eligible student may be terminated.

INSTITUTIONAL REFUND POLICY

Applies to all terminations for any reason, by either party, including a student's decision, course or program

cancellation, or school closure. This Policy complies with California's state mandated policy.

1. Cosmoton Academy shall refund 100% of the amount paid for institutional charges, less a reasonable deposit, registration or application fee not to exceed one hundred dollars (\$100), if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later (cancellation period).
2. After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60% or less of the period of attendance. Once more than 60% of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student.
3. This policy applies to all students.
4. This policy is based on scheduled hours.
5. The registration fee is a non- refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student are not refundable. Once received by the student it will belong to the student and will represent a liability to the student.
6. If you withdraw from school after the cancellation period, the refund policy described above will apply.
7. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the Director to pay that balance.

Percent of Scheduled Time

0-60%

60.01% and over

Tuition Earned by School

Pro-rata calculation based upon scheduled hours

100%

*Eligible enrolled veterans receive a 100% pro-rata refund, less a \$10.00 registration fee, if applicable

WITHDRAW PROCEDURES

Students who officially or unofficially withdraw from enrollment prior to course completion should:

- Provide a written notice to the school.
- Complete all required exit paperwork.
- Satisfy all debts owed to the school.
- May be charged a \$150 termination fee

FAMILY EDUCATIONAL RIGHTS AND PRIVACY POLICY ACT – FERPA

Cosmoton Academy complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should complete a record request form and forward it to Cosmoton Academy's Admissions Office at 1013 North H Street, Lompoc, Ca, 93436, or via email Cosmotonacademy@gmail.com and allow up to 10 business days for processing, records request forms can be obtained at school. Written consent is required before education records may be disclosed to the third party. Students are not entitled to inspect the financial records of their parents. An Academy official must be in the office at all times during the examination of the student's files. accredited

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

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

ACCESS TO STUDENT RECORDS AND PRIVACY

Students are guaranteed the right to access and review their educational file. Students must submit a written request to review their file to the school's Director. The student will be granted supervised access to their records within 10 business days of the request. Students have the right to request that a school correct records, which they believe to be inaccurate or misleading. Any third-party request for information will require written authorization from the student.

Cosmoton Academy provides access to student records without written consent to the following agencies: the United States Department of Education, the Bureau for Private Postsecondary Education (BPPE), National Accrediting Commission of Career Arts and Sciences (NACCAS) the Department of Veterans Education Department or any other regulatory agency. The institution maintains a record of all release forms and requests for information. Cosmoton Academy protects the privacy of student education records in compliance with the Family Educational Rights and Privacy Act (FERPA). Cosmoton Academy is not accredited at this time by the United States Department of Education, National Accrediting Commission of Career Arts and Sciences (NACCAS) or the Department of Veterans Education Department.

RECORDS RETENTION & ACADEMIC TRANSCRIPTS

Records must remain onsite for 6 years and transcripts are kept permanently in compliance with California CEC 94900 and National Accrediting Commission of Career Arts and Sciences (NACCAS). Students who need a Proof of Training or a transcript of their training may contact the school office and request the form desired. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript may have a fee of \$10.00. Transcripts will or may only be released to the student upon receipt of a written request bearing the student's live signature.

GRADUATION REQUIREMENTS

- Receive the required number of clock hours of training.
- Complete the required theory hours and practical operations
- Pass all final written exams with a score of 80 % or higher
- All assigned practical skill assessments must be completed
- Pivot Point Chapter Workbook fully complete and checked off (For transfers starting from start date)
- Tuition has been paid in full or the student has made satisfactory arrangements for payment(eligible only if student made consistent payments) of all monies owed to the school prior to graduation date

If the student cannot pay owed tuition in full or come into agreement with a payment plan of monies owed to the school(eligible only if student made consistent payments) the student will be withdrawn from the program. The student may re-enter the program when payment arrangements can be made.

Once the student has met all these requirements, the student will be awarded a diploma certifying his/her graduation from Cosmoton Academy .

Students will not receive their diploma/certificate or Proof of Training (POT) if they have ledger balance or have missed more than two payments.

OBTAINING PROOF OF TRAINING AND TRANSCRIPTS

When a student has fulfilled all his/her financial obligations to the school and the student ledger has a zero balance, a Proof of Training Document and an Official Transcript will be available to the student. Students are required to have their Proof of Training document to take the state exam.

LICENSING REQUIREMENTS

The Board of Barbering and Cosmetology requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered written . The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a \$125 non-refundable initial license fee to accompany the completed application. The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- Be at least 17 years of age.
- Completed the 10th grade in a public school or its equivalency.
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Cosmoton Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the Barbering program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma 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 Cosmoton Academy to determine if your credits or diploma will transfer.

Administration/Ownership

Cosmoton Academy is owned and administered by Marvel Hair International LLC, dba Cosmoton Academy.

BANKRUPTCY HISTORY

Cosmoton Academy and Marvel Hair International dba Cosmoton Academy do not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has 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.).

APPROVAL DISCLOSURE STATEMENT

Cosmoton Academy, located at 1013 North H Street, Lompoc, Ca 93436, is a private institution and is approved and licensed to operate by the Bureau for Private Postsecondary Education (BPPE) P.O. Box 980818 West Sacramento, CA 95798; pursuant to the California Private Postsecondary Education Act of 2009 (California Education Code Section 94817.5) Division 7.5 of title 5 of the California code of Regulations, and with state standards as set forth in the CEC and 5, CCR. The Bureau website is www.bppe.ca.gov. The Bureau's approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private post-secondary educational institutions and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be re-approved every five years and is subject to continuing review.

Faculty

The faculty is hired based on their expertise in their particular field of Cosmetology and Barbering education. The faculty is required to have at least three years of education and three years of industry experience in order to be instructors. Our faculty members are also required to hold an actual “hands in hair” working position in our industry. Nobody will work at Cosmoton Academy as an educator if their goal is “just to teach”. Our faculty members are well trained in diverse hair care and understand the importance of both theory and practical training that are necessary for a student to be successful in the barbering profession. We are student focused and our team wants to model success for you. The schools student teacher ratio is 30 to 1 .

Laura Funkhouser

Licensed Cosmetologist since 2001

Licensed Barber since 2015

Owner/Manager, Napoleon Blonde Studio

Instructor for the Barber Programs

Michael Funkhouser

Licensed Cosmetologist since 2004

Licensed Barber since 2015

Owner/Manager, Napoleon Blonde Studio

Instructor for the Barber Programs

Cosmoton Academy

School Catalog and Pre-Enrollment Disclosures Acknowledgement

_____ **I have received a school catalog (in print or electronically), understand I can always print another on the school web page and understand the below policies are included in such:**

_____ **State Licensing Requirements:** I understand the State of California Licensing Requirements as put forth in the school's catalog.

_____ **Satisfactory Academic Progress Policy (SAP):** I understand the policy set forth in the catalog.

_____ **Industry Prerequisites:** I understand industry prerequisites for employment in the profession including, but not limited to physically demanding postures and other considerations covered in the school's catalog.

_____ **Course Outline:** I understand the Barbering program's Course Outline set forth in the catalog.

I have reviewed the below disclosures and understand they are also posted on the school's web page:

_____ Program Outcomes and Performance data for State of California and on <http://cosmotonacademy.com/>

_____ I have viewed the California State Board of Barbering & Cosmetology Act & Regulations Booklet Electronically at https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf

Student Name (Print):

Date:

Student Name (Sign):

Parent or Guardian Signature, *if applicable*:

Date: