



ROSEMEAD BEAUTY SCHOOL

2025 EDUCATION CATALOG

Effective: January 1, 2024 – December 31, 2024

Published: January 1, 2024

Version: 2024.v1

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SCHOOL OVERVIEW

History

Rosemead Beauty School (RBS) was established in the city of Rosemead, California in 1957 and is designed with an atmosphere for learning the profession of beauty, cosmetology and massage therapy.

Mission

Rosemead Beauty School's mission is to provide a professional high-quality education and relevant skills to prepare for careers in the beauty, cosmetology and massage therapy industry.

Educational Objectives

- Provide quality education
- Provide comprehensive curriculum and student services
- Hire and retain experienced and passionate educators to support our students' success
- Promote a positive, inclusive and diverse culture
- Provide a safe and thriving learning environment

SCHOOL ADMINISTRATION AND INSTRUCTIONAL STAFF

Administrative Management and Staff			
Name	Title	Phone	Email
Kenneth H. Yong	President & CEO	626-215-2618	Kenyong823@gmail.com
Betty S. Lam	Chief Financial Officer	626-589-3526	bettyslam@gmail.com
Gina P. Wu	Director of Operations	626-286-2146	mibyong@yahoo.com
Yanna Huang	Admissions Officer	626-286-2146	kenhuang5555@gmail.com
Qibing Liang	Student Services Representative	626-286-2146	Amlyliang157@gmail.com
Zhen Wu	Data Entry/Clerk	626-286-2146	Zhenwu022@gmail.com
Christian Lam	IT Support	626-286-2146	Cklam1118@gmail.com

Instructional Staff			
Cosmetology	Nail Care	Skin Care	Massage Therapy II
Alma Aguinaga - Licensed Cosmetologist	Alma Aguinaga - Licensed Cosmetologist	Mei Lan Li - Licensed Cosmetologist	Bin (Jack) Yuan - Licensed Massage Therapist
Richter Lao - Licensed Cosmetologist		Shauna Liu - Licensed Cosmetologist	Yin Chen - Licensed Massage Therapist
Shauna Liu - Licensed Cosmetologist			Xuan Zhu - Licensed Massage Therapist

All cosmetology instructors are licensed by the California Board of Barbering & Cosmetology. All massage therapy instructors are licensed by the California Massage Therapy Council. All instructors have a minimum of three years of experience in their respective fields.

HOOR OF OPERATIONS AND SCHEDULES

The school administrative office is open Mondays through Fridays, from 8:30 a.m. to 5:00 p.m. PST. For questions related to admissions, academics, accounting, and student services, please make an appointment or visit the offices during business hours. The administrative office may be reached by phone at (626) 286-2146, or (626) 286-2147.

The school observes the following Holidays: New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day through December 31st of the year. If an observed holiday falls on a Sunday there will be additional time off unless otherwise noted.

Addresses where class sessions will be held

All class sessions will be held at 8531 E. Valley Blvd., Rosemead, CA, 91770

Class Schedules and Classroom Hours

Cosmetology – 1000

Day class:

Option #1 Monday -Friday 8:30 a.m. to 5:00 p.m.

Skin Care

Day classes:

Option #1: Monday-Friday, 8:30 a.m. to 5:00 p.m.

Nail Care

Day classes:

Option #1: Monday-Friday, 8:30 a.m. to 5:00 p.m.

Massage Therapy II

Day classes:

Option #1: Tuesday-Saturday, 8:30 a.m. to 5:00 p.m.

Option #2: Monday-Friday, 8:30 a.m. to 5:00 p.m.

Night classes:

Option #1 Monday 8:30 a.m. to 5:00 p.m., Tuesday – Friday 5:00 p.m. to 10:00 p.m.

Option #2 Tuesday - Friday 5:00 p.m. to 10:00 p.m., Saturday 8:30 a.m. to 5:00 p.m.

NOTE: RBS reserves the right to make changes to the class start schedule, when necessary, in order to accommodate the greatest number of prospective students intending to enroll. If a class is cancelled or a start date is changed, the school will make all reasonable efforts to alert the student or prospective student using student contact information on file. In such cases, the student is allowed to “opt” for another start date or is entitled to receive a full refund.

FACILITIES

The school building occupies a total of 5,800 square feet, and includes a laboratory, clinic, classrooms, offices, student dining area, restrooms and student resource center. There is ample student parking and access to public transportation.

The school occupancy level accommodates 150 people at any one time. RBS facilities and classrooms are wheelchair accessible. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss educational and professional plans with school personnel before enrolling.

Classrooms and Equipment

Classrooms can accommodate up to 25 students and each classroom is equipped with the equipment and tools used in each subject area. Classroom equipment and materials are detailed within each program description in this catalog.

LICENSING AND APPROVALS

RBS is a private institution, is approved to operate by the bureau (BPPE), and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. (CEC §94909(a)(2) and §94897(l)(1)(2)).

Approved Programs:

Cosmetology	1000 Clock Hours
Nail Care	400 Clock Hours
Skin Care	600 Clock Hours
Massage Therapy II	600 Clock Hours

The following state agencies set minimum standards for Massage Therapy II, Cosmetology, Nail Care and Skin Care programs in accordance with Education Code Section 94316.22:

**Bureau for Private
Postsecondary Education**

1747 North Market Blvd Suite
225 Sacramento, CA 95834
(888) 370-7589 Toll-Free
www.bppe.ca.gov

**Board of Barbering and
Cosmetology**

2420 Del Paso Road Suite 100
Sacramento, CA 95834
800-952-5210 Toll-Free
www.barbercosmo.ca.gov

**California Massage Therapy
Council**

One Capitol Mall, Suite 320
Sacramento, CA 95814
Phone: (916) 669-5336
Fax: (916) 669-5337
www.camtc.org

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.

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 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; by phone at (888) 370-7589 or by fax (916) 263-1897(916)574-8900 or (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 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet web site www.bppe.ca.gov.

Rosemead Beauty School has never operated as a debtor in possession, never filed for bankruptcy petition, or had a petition of bankruptcy filed against it within the preceding five years that resulted in the reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.)

EMPLOYMENT OUTLOOK

- Cosmetology occupations may include cosmetologist, salon owner, hairstylist, permanent wave specialist, hair colorist, manicurist, or cosmetician.
- Nail Care occupations may include salon manicurist, acrylic nail specialist, or manicuring salon owner.
- Skin Care occupations may include manufacturing, skin care salon, and spa and skin care specialist.
- Massage Therapy II occupations may include working as a certified massage therapist, a professional practitioner or professional massage therapist.

ADMISSIONS AND ENROLLEMENT POLICY**Admissions Requirements**

Applicants must meet the minimum requirements below for admission to the school:

Must be at least 18 years of age.

Provide proof of completion of secondary education such as a high school diploma, GED or passage of the California high school proficiency exam that the state recognizes as the equivalent of a high school diploma, a transcript showing high school completion, an academic transcript of a student who has successfully completed at least a two year program that is acceptable for full credit towards a bachelor's degree or one of the following for homeschool completion:

- a) A copy of a secondary school completion credential for homeschool if state law requires homeschooled students to obtain that credential.
- b) A transcript or the equivalent, signed by the parent or guardian of a homeschooled student that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

NOTE: RBS will verify the authenticity of high school diploma or transcripts. If the verification process raises any questions about the diploma presented it will not be accepted as proof of a high school diploma. Applicants may appeal the results of that finding to school administration and must provide new information that would show that the diploma provided does in fact meet the standards for high school graduation in the state the applicant was living in at the time it was issued.

- Must successfully pass two Wonderlic entrance exams administered at Rosemead Beauty School
- Basic Skills Wonderlic Test Quantitative (QS1) with a minimum score of 250 out of 500; and
- Verbal (VS1) with a minimum score of 250 out of 500.

Re-Entry

Students previously withdrawn, who wish to reenroll must first submit a request for reenrollment. They must then meet with the Admissions Representative to discuss the possibility of reenrolling. It is only with the approval of a school official that a student will be allowed to reenroll. Based on the student's prior academic history and the length of time that has elapsed since withdrawal, the school official will determine if the student will be accepted for reenrollment. Students who reenter will reenter under the same SAP status as at the time they left. If a student has been out of school for more than 60 months, the student may be required to retake the full program over.

Ability-to-Benefit

RBS does not enroll Ability-to-Benefit students.

Instructional Language

All programs are taught in English. The English language proficiency of the student should be at the level of a U.S. High School level, as evidenced by the required high school diploma or equivalent. RBS does not provide any English as a Second Language (ESL) instruction.

International Students

Verification of a foreign student's high school documentation must be conducted by an outside agency that is qualified to translate documents into English and confirm academic equivalence to a U.S. high school diploma. The institution does not admit international M1 students. No visa services are provided.

Enrollment

RBS is an open enrollment school. Students may enroll at any time. Cosmetology, Skin Care and Nail Care classes begin Monday of the week, and Massage Therapy classes begin every four months. Upon enrollment, students will be scheduled to attend Orientation. Orientation is scheduled one day before each start date, unless otherwise arranged. All new students must attend Orientation. The Admissions staff conducts Orientation by reviewing the educational program, educational objectives, administrative policies and support services available. Students are issued their textbooks and student kit at this time.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Rosemead Beauty School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the Cosmetology, Nail Care, Skin Care and Massage Therapy II 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 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 Rosemead Beauty School to determine if your credits or diploma will transfer.

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

Transfer Policy

RBS does not accept transfer credit from other institutions and does not award credit for prior experiential learning.

NON-DISCRIMINATION POLICY

RBS is committed to providing equal education and employment opportunities to all individuals. The school prohibits discrimination or harassment on the basis of sex, gender, race, color, age, ancestry, national origin, religion, marital status, parental status, physical or mental disability, medical condition, sexual orientation, gender identity, gender expression, genetic information, military or veteran status, or any other characteristic protected by federal, state, or local law.

ACCOMMODATIONS

RBS buildings and classrooms are accessible to individuals with disabilities and are compliant with the Americans with Disabilities Act. Students with disabilities and in need of additional accommodation should contact Kenneth Yong at 626-286-2146 for assistance.

QUALIFICATIONS FOR EXAMINATION AND LICENSURE REQUIREMENTS

Cosmetology, Nail Care and Skin Care Students

The Board of Barbering and Cosmetology shall admit taking the examination for licensure any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

- (a) Is not less than 17 years of age.
- (b) Has completed the 10th grade in the public schools of this state or its equivalent.
- (c) Is not subject to denial pursuant to Section 480.
- (d) Completed RBS Cosmetology Program: Cosmetology Program – 1000 hours, Nail Care Program - 400 hours, Skin Care – 600 hours

Present a valid, unexpired driver's license or identification card, containing the photograph of the person to whom it was issued, issued by any state, federal, or other government entity.

Have a valid Social Security* number or Individual Taxpayer Identification Number (ITIN) before taking an examination with the California Board of Barbering and Cosmetology.

Visit http://www.barbercosmo.ca.gov/laws_regs/index.shtml for more information about application for examination. A copy of the regulatory oversight restrictions is available onsite at Rosemead Beauty School for viewing upon request.

*The California Board of Barbering and Cosmetology is now authorized to accept applications for licenses containing an Individual Taxpayer Identification Number (ITIN) in lieu of a Social Security Number (SSN), per Circular Letter #15/02.

Massage Therapy II Students

Applicants for CAMTC certification shall have attended 500 supervised hours total with 100 of those hours satisfying CAMTC specified subjects. Applicants may take and pass the MBLEx before applying for certification through the California Massage Therapy Council (CAMTC):

Students who desire to apply for MBLEx exam, may contact: FSMTB, P.O. Box 198748 Nashville, TN 37219, Phone: (866) 962-3926 Fax: (615) 846-0153, Email: mblex@fsmtb.org.

Attendance and/or graduation from a California Massage Therapy approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Profession Code section 4600 et. Seq.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council: California Massage Therapy Council One Capitol Mall, Suite 320 Sacramento, CA 95814, Phone: (916) 669-5336 Fax: (916) 669-5337, www.camtc.org

Students do not need to pass the MBLEx exam to get CAMTC Certificate between 7-1-2021 through 12-31-2026.

Unfair Business Practices

It is an unfair business practice for a person to do any of the following:

To hold himself or herself out or to use the title of “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,” “CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.

To falsely state or advertise, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a government agency as a massage therapist or massage practitioner.

INSTRUCTIONAL AIDS & LIBRARY

RBS is pleased to offer the following tools for instruction: large flat screen TVs, computers with internet access, visual aids, charts, and multiple dry erase boards, mannequins for student practice, and books and equipment as required by the California Board of Barbering and Cosmetology, and the California Massage Therapy Council.

Additionally, RBS offers a resource center that has books, videos, and DVDs available for borrowing. Material can be borrowed for a week. Please inform the receptionist if you wish to borrow material and fill out the checkout sheet.

STUDENT GRIEVANCE POLICY

Student complaints will be addressed via the processes set forth below.

Informal Procedure

It is hoped that all student grievances may be resolved quickly and on an informal basis utilizing the school’s chain of command through the following procedures:

The student should first discuss the complaint with his or her immediate instructor and/or other staff member as deemed appropriate. The selected staff member will then work to resolve the complaint or refer it to the School President for resolution as deemed appropriate.

If the complaint remains unresolved, the student may then discuss the complaint with the School President for resolution.

If the circumstances of the complaint prevent using steps 1 or 2, or if the complaint cannot be resolved within five (5) working days, the student may then proceed to file a formal complaint with the School President.

Formal Procedure

The student shall complete and sign a Complaint Form provided by the school. Forms are also available in the school Administrative Office. Upon receipt of the completed form, the Administrative Office will forward a copy of the complaint to the President and to the individual against which the complaint is made and will advise

the student that an investigation and discussion will begin within seven (7) days of receipt of filing the complaint. The President will attempt to resolve the complaint by discussing matters with all persons who are parties to the complaint. A decision will be made within 14 days of filing the complaint. In the event the complaint is resolved to the satisfaction of all parties, a memorandum stating resolution of the conflict will be sent to all parties and filed in the school's complaint log.

In the event the complaint is not resolved by the President/CEO, the student can direct the complaint to the following agencies:

The Bureau for Private Postsecondary Education

Physical Address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818 Phone Number: (916) 574-8900; Toll Free: (888) 370-7589; Fax Number: (916) 263-1897 www.bppe.ca.gov; Email: bppe@dca.ca.gov

Board of Barbering & Cosmetology

2420 Del Paso Road Suite 100 Sacramento, CA 95834 www.barbercosmo.ca.gov

California Massage Therapy Council

One Capitol Mall, Suite 320 Sacramento, CA 95814, Phone: (916) 669-5336 Fax: (916) 669-5337, www.camtc.org

RECORD RETENTION

Current student records are maintained and safeguarded against loss or damage in indexed electronically identifiable file server, and locked, fire-resistant filing cabinets. All institutional records are maintained in accordance with state and federal law, for a minimum period of not less than six years. In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution will maintain and safeguard against loss or damage (in indexed electronically identifiable file server, and/or locked fire-resistant filing cabinets) records of the name, address, email address, and telephone number of each student who is/was enrolled in an educational program, for a period of six years from the student's date of completion or withdrawal. Permanent records include of all of the following:

- The certificate and the date on which that certificate was granted.
- The courses and units on which the certificate was based.
- The grades earned by the student in each of those courses.

ORIENTATION

Orientation is mandatory. On or before the first day of classes, the student will have physically visited and toured the school facilities.

ATTENDANCE POLICY

Attendance is measured in clock hours and student attendance in all scheduled activities is expected in order to meet graduation requirements. The following policies and procedures must be followed to ensure clock hours are accurately documented.

Clock Hours

Clock hours are the total number of actual hours per week a student spends attending class or other instructional activities that count toward completing a program of study. A clock hour is a period of time consisting of a 50 to 60-minute class, lecture, or recitation in a 60-minute period.

Time Card

Each student is required to maintain an individual time card. The time card is a way for the staff and students to maintain and track an individual's clock hours, theory hours, and practical operations. Minimum

requirements in each category must be met before graduation. Student Daily Records are the property of RBS and are to remain on campus. Students are required to “clock in and out” upon arrival, at lunchtime and departure time, utilizing a biometric (finger scanning) time clock or their contactless proximity card.

Lunch (Day Students)

Students who attend class for over a six (6) hour period are required to take a thirty-minute lunch break. Students are allotted a thirty-minute lunch period to be taken between 12:30 p.m. and 1:00 p.m. Students must notify the instructor and reception desk if they deviate from their scheduled thirty minute lunch, i.e. later or earlier than scheduled, or extended beyond thirty minutes. Failure to clock out or back in from lunch could result in loss of attendance hours for that period. Repeated instances of failure to clock out for lunch may result in a written counseling form, suspension and/or requirement to meet with the school President.

Breaks

Students are allowed up to two 10-minute breaks per class day.

Unexcused Absences

Because credit is calculated by the clock hour, all absences and/or tardiness are considered unexcused. Excessive absences and/or tardiness may result in disciplinary action (see Satisfactory Academic Progress Policy). Students should notify the Administrative Office, supervising instructor, and receptionist of expected absences in advance by completing an electronic Courtesy Form at the reception desk. In the event of an unexpected absence (i.e. illness, emergency), students should call the front desk as soon as possible.

Makeup Hours

Students who miss scheduled school hours due to absence or tardiness are encouraged to attend the scheduled Make Up Hours (not offered on Holidays) to make up missed hours. Making up hours is optional, but students must meet minimum attendance requirements in order to graduate.

Tardies

In order to prevent disruption of ongoing classes, students must arrive and clock in on time. Class starts promptly at 8:30 a.m. for day programs, and 5:00 p.m. for evening programs. No student is permitted to clock in and enter classes while they are in session.

Makeup Work

Missed Tests

- If a student is absent on the day of a test, a grade of zero ("F") will be recorded.
- The student may make up the missed test on the next available day they attend school.
- Failure to make up the test on the next available day will result in the initial grade of zero ("F") becoming the final grade.

Retaking Tests

- If a student takes a test for the first time and earns a grade below 70%, they may choose to retake the test.
- The retake must occur on the next available day the student is at the institution.

Tests Missed Due to Approved Leave of Absence (LOA) or Suspension

- Students who miss a test due to an approved LOA or suspension will not receive an initial grade of zero ("F").
- Upon returning from the LOA or suspension, students must complete the missed test(s) promptly.
- The school will collaborate with the students to develop an education plan to ensure all missed tests are taken in a timely manner.

GRADUATION REQUIREMENTS

To be considered a program completer for outcomes assessment purposes, students must fulfill all program and graduation requirements. This includes completing the required clock hours, theory hours, and practical operations for their course of study while maintaining at least 70% attendance and a 70% cumulative grade average. Upon meeting these requirements, students are awarded a diploma certifying their graduation from the program.

RBS supports graduates in preparing for licensure and certification. For students pursuing the California State Barbering and Cosmetology Examination, RBS assists in completing the necessary documents and submits Proof of Training directly to the State Board, which is required before the test can be taken. Diplomas and Proof of Training documents are issued only after all tuition and fees are paid in full. Additionally, RBS provides guidance to graduates of the massage therapy program in completing applications for California Massage Therapy certification.

TERMINATION

Students who are absent for more than 14 consecutive calendar days without being on an approved Leave of Absence (LOA) or other official non-attending status will be subject to withdrawal from RBS. The institution determines unofficial withdrawals for clock-hour students by monitoring daily clock-hour attendance. Formal termination may also occur if a student fails to return from an approved LOA without notifying the school of mitigating or extenuating circumstances.

For students who fail to return from an LOA, the withdrawal date is considered the last date of attendance. The school's determination date is the earlier of either the expiration date of the LOA or the date the student notifies the institution of their intent not to return. Refunds due will be issued within 45 days from the determination date in compliance with California BPPE regulations. Additionally, students who fail to maintain satisfactory academic progress or violate institutional policies, rules, or regulations may have their enrollment terminated.

NOTE: RBS does not charge a termination fee.

SUSPENSION AND DISMISSAL

The following may result in suspension and discipline up to and including dismissal:

- Failure to meet Satisfactory Academic Progress (SAP) Policy (See SAP Policy).
- Failure to follow the rules and regulations, code of conduct, or the policies listed in this catalog.
- Theft or non-accidental damage to RBS property.
- Forgery, alteration or misuse of records or documents.
- Cheating, plagiarism or 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 other controlled substances on campus at any time, or off campus at RBS sponsored events.
- Unauthorized entry into, unauthorized use of, or misuse of RBS property.
- Disorderly, lewd, indecent, obscene or offensive conduct on campus, or at any RBS sponsored event.
- Possession or use of explosives or weapons.
- Failure to comply with directions of RBS officials acting in performance of their duties.
- Obstruction or disruption of the educational process.
- Complicity, soliciting or assisting another in any act which would subject another student to discipline.
- Attempting to do any of the above.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at RBS. To maintain Satisfactory Academic Progress (SAP) as established by this institution students must:

- Maintain a cumulative academic grade point average (GPA) of “C” (70%) or better at the end of each evaluation period. GPA includes grades obtained in exams for theory classes and practical grades obtained on hands on practical exams.
- Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.
- Students are provided progress reports at each evaluation point, which show their academic and attendance percentage. If students’ academic and attendance percentage are 70% or higher, they are maintaining satisfactory academic progress.

Maximum time frame for course attendance

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

Program Name	Hours	Program Length	Max Time Frame (150%)
Cosmetology			
40 hrs. weekly	1000	25 calendar weeks	38 calendar weeks
Nail Care			
40 hrs. weekly	400	10 calendar weeks	15 calendar weeks
Skin Care			
40 hrs. weekly	600	15 calendar weeks	23 calendar weeks
Massage Therapy II			
40 hrs. weekly	600	15 calendar weeks	23 calendar weeks
28 hrs. weekly	600	22 calendar weeks	33 calendar weeks

Attendance Evaluation

The minimum satisfactory attendance progress is determined by the following criteria:

Program	Evaluation Points (Clock Hours)	
Cosmetology - 1000 Clock Hours	500	1000
Nail Care – 400	200	400
Skin Care – 600	300	600
Massage Therapy II	300	600

The evaluations occur before and after the midpoint of each course. If students are meeting the minimum requirements, they are considered making satisfactory progress until the next scheduled evaluation.

Academic Points in Grading System

Qualitative academic progress is measured by a grading system scale as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as “C” or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Numerical grades are considered according to the following scale:

Grading	Letter	Description	Grade Point
90-100%	A	Excellent	4.00

80-89%	B	Above Average	3.00
70-79%	C	Average	2.00
60-69%	D	Below average	1.00
59% or below	F	Fail	0.00

Satisfactory Academic Progress requires a minimum passing score of 75%.

Academic Evaluation Periods

The Satisfactory Academic Progress Evaluation is performed at specific points in the course.

Program	Evaluation Points (Clock Hours)	
Cosmetology - 1000 Clock Hours	500	1000
Nail Care – 400	200	400
Skin Care – 600	300	600
Massage Therapy II	300	600

Students meeting the minimum requirements for academics and attendance at evaluation are making satisfactory progress until the next scheduled evaluation.

Determination of Progress Status

Students meeting the minimum grade and attendance requirements at the evaluation point are making satisfactory academic progress until the next scheduled evaluation.

Probation Period

Students who fail to meet the minimum requirements for attendance or academic progress after the warning period may be placed on probation, provided they appeal the decision, and their appeal is granted. During the probationary period, students are considered to be making satisfactory academic progress if they meet the standards outlined in their academic plan or the Satisfactory Academic Progress Policy. Only students who can meet the standards by the end of the evaluation period are eligible for probation.

Students placed on an academic plan must fulfill the requirements set forth in the plan by the end of the next evaluation period. Those progressing according to their specific academic plan will continue to be considered satisfactory academic progress. Students will receive written notice outlining the actions required to achieve satisfactory progress by the next evaluation. However, if a student fails to meet the attendance and academic requirements or the terms of their academic plan by the end of the probationary period, they will be determined as not making satisfactory academic progress and will be dismissed from the institution.

Re-Entry

Students who wish to re-enroll after withdrawal must submit a formal request for re-enrollment. Following the request, the student must meet with a school official to discuss the possibility of returning to the program. Re-enrollment is subject to the approval of the school official, who will evaluate the student's prior academic history, and the time elapsed since withdrawal to determine eligibility.

Students re-enrolling within 180 calendar days of their official withdrawal date will return under the same satisfactory academic progress (SAP) status as when they withdrew. If more than 60 months have passed since the student's withdrawal, they may be required to retake the full program. Students re-entering the program after 180 days will return under the SAP status established for new students. This policy ensures a fair and structured process for re-enrollment while maintaining academic standards.

Re-Establishing Satisfactory Academic Progress

Students can re-establish satisfactory academic progress by working with the institution to develop an academic or attendance plan so that at the next evaluation period, students will have achieved satisfactory academic progress. This plan may include how students can make up hours.

LEAVE OF ABSENCE POLICY

RBS understands that students may encounter personal, medical, or other challenges that make it difficult to attend classes. In such cases, the school may grant a Leave of Absence (LOA) to eligible students. To request an LOA, students must submit a written request in advance, including the reason for the leave and the student's signature. Documentation supporting the request is required. LOAs will only be granted if there is a reasonable expectation that the student will return.

For unforeseen circumstances where prior written requests are not possible, the school may grant an LOA and document the reason for its decision. The student must subsequently provide a signed LOA request and an addendum with the new program end date upon their return. The LOA request must specify the start and end dates. LOAs may not exceed **180 days** within a **12-month period**, and only one LOA may be granted during this timeframe. While on an approved LOA, students will not incur additional tuition charges and will not be considered withdrawn.

Terms and Conditions of LOA

- **Retention of Progress and Credit:** Students returning from an authorized LOA will retain all previously earned clock hours and completed work projects. They will resume classes from where they left off, maintaining the same academic and attendance progress status as prior to the leave.
- **Extension of Contract Period:** The contract period and maximum time frame for program completion will be extended by the number of days in the approved LOA. Any changes to the enrollment agreement must be acknowledged through initials or a signed and dated addendum by all parties.
- **Failure to Return:** Students who do not return by the expected date will be dismissed, and their withdrawal date will be recorded as the last date of attendance. The **date of determination** for withdrawal will be the scheduled return date. Refunds will be calculated based on the last date of attendance in accordance with school policy.
- **Attendance Calculation:** The LOA period will not count toward the cumulative attendance percentage.

Approval of an LOA request is subject to Rosemead Beauty School's policies and is granted at the school's discretion.

ADVISING SERVICES

At RBS, we are committed to supporting our students' success through personalized attention and comprehensive guidance services. Students are welcome to consult with the President by scheduling an appointment through the Administrative Office.

RBS provides career counseling, individual guidance, and placement assistance to help students navigate their academic journey and professional aspirations. Advising covers a range of topics, including attendance, academic performance, and behavioral concerns. Students are encouraged to discuss any issues they wish to address in a supportive and confidential environment.

Informal advising sessions between students and school personnel are conversational and not documented. Formal advising sessions are documented, with a copy provided to the student and the original maintained in the student's official file.

To further assist students, information regarding child-care services, local housing options, and transportation resources is readily available on the announcement board located in the main corridor.

CONDUCT POLICY

RBS is dedicated to fostering a respectful and professional learning environment free from unlawful harassment, discrimination, and unprofessional conduct. All students are expected to demonstrate good

conduct and adhere to school policies, rules, and regulations, including following staff directions and instructions.

Unprofessional behavior is strictly prohibited. This includes, but is not limited to, conduct that is discriminatory, harassing, disrespectful, vulgar, profane, inappropriate, of a sexual nature, or unbecoming of a professional learning environment. Actions such as academic dishonesty, time clock fraud, refusal to participate in required activities, cheating, stealing, disruptive pranks, threats, or the possession of drugs, alcohol, or weapons on school property are strictly forbidden.

Students should exercise sound judgment when posting on social media. Posting videos, photos, or other media featuring students, staff, or school activities without prior consent from all individuals depicted is against school policy. Social media content that negatively impacts the reputation of RBS, its students, alumni, or staff may result in disciplinary action, up to and including dismissal.

Any behavior, whether direct or indirect, that disrupts the educational process, tarnishes the reputation of RBS, or jeopardizes the peace and welfare of the school community will result in disciplinary measures, which may include suspension or dismissal.

RBS is committed to maintaining a professional, safe, and inclusive environment conducive to academic and personal growth.

ADDITIONAL RULES AND REMINDERS

School Hours

Classes are held Monday through Friday from 8:30 a.m. to 10:00 p.m., and Saturday from 8:30 a.m. to 5:00 p.m.

Attendance and Timekeeping

- Students must clock in and out on their own timecards to accurately record arrival and departure times. Credit will only be given for hours properly clocked.
- Students feeling unwell are encouraged to stay home. In cases of illness or emergency, students must notify the Administrative Office on the day of their absence.
- Students unable to perform customer service duties due to health reasons must provide documentation from a healthcare provider to receive credit for customer service hours.

Classroom and Clinic Conduct

- Students are required to attend roll call at the start of class, dressed in the prescribed clean uniform.
- Visitors are not permitted in classrooms or student lounges without prior approval from a supervisor.
- Sanitation, disinfection, and personal hygiene must be strictly maintained at all times.
- Students must keep their workstations clean and sanitary, completing at least 30 minutes of sanitation daily.

Customer Service Standards

- Students must be courteous and professional when serving clients. If a problem arises, an instructor should be called.
- All appointments must be honored. Refusal to take a client may result in dismissal for the day.
- Students may not leave clients during services, such as perms or hair coloring, unless excused by an instructor for an emergency.
- Only services and materials authorized on the service ticket may be provided. Violations will result in disciplinary action.

Personal Services and Equipment

- Students must pay for supplies for personal services (e.g., perms, tints, bleaches) in advance.
- School materials and equipment loaned to students must be returned promptly. Borrowing equipment from other students is discouraged. Students are responsible for their own belongings and materials.

Substance-Free Environment

- The use of alcohol or drugs is strictly prohibited on school premises. Students appearing under the influence will not be admitted to class.

Timecards

- Students are required to maintain daily records of hours and services as per school and regulatory requirements. Timecards will be audited by school administrators and governing agencies.
- Credit is only given for training or study activities continuously supervised by an instructor. Hours and operations must be recorded legibly for credit.

Behavior and Discipline

- Students are expected to follow all instructions and directions from authorized personnel. Insubordination will not be tolerated.
- Unacceptable behavior, including physical or verbal assaults, may result in suspension or dismissal. A student may also be terminated for unsatisfactory progress or repeated rule violations.
- Conferences may be held to address concerns and resolve issues. If the school determines a student cannot benefit from the course, the student may be dismissed.

Make-Up Work and Changes in Information

- Students must complete all missed assignments, tests, and homework as required by their instructor.
- Students must notify the Administrative Office immediately of any changes to their name, address, or contact information.

Fire Drills

- During fire drills, all students, faculty, and staff must remain with their class, even if outside temporarily.

Electronic Devices

- During class hours, cellular phones must be silenced or turned off. Beepers must remain silent.

Uniform and Conduct

- Wearing the prescribed school uniform and appropriate footwear is mandatory.
- Eating, drinking, and napping in classrooms are prohibited.
- Smoking, vaping, and bringing pets onto school premises are not allowed.

Parking Regulations

- Students must park in designated spaces only. Cars removed from the lot may not be re-parked on the same day.
- Parking is limited and subject to availability. Priority is given to patrons and school operations.
- Students failing to comply with parking rules may lose parking privileges.

Sanitation and Hygiene

- Adherence to all California State Board of Cosmetology rules regarding sanitation, sterilization, and hygiene is mandatory at all times.

LOST AND DAMAGED PERSONAL ITEMS

RBS is not liable for any loss or damage to students' personal property. To ensure mutual protection, students are strongly encouraged to avoid wearing valuable jewelry, except for essential items such as a wedding ring or a watch, while attending school.

DRESS CODE

To prepare students for successful careers in their chosen fields, RBS requires all students to uphold high standards of personal hygiene and cleanliness, both in the classroom and when working with clients. Students must adhere to the following dress code at all times:

- **Clothing:** Closed-toe shoes, pants that reach at least mid-calf, a short-sleeve shirt, and the designated school uniform.
- **Nails:** Nails must be clean and trimmed. Skincare and Massage students are required to keep nails trimmed short.

- **Hair:** Hair must be clean, neatly groomed, and well-maintained.

Students who fail to comply with the dress code will be dismissed from class for the day and required to make up the missed hours. Maintaining professional attire and grooming is essential to foster a respectful and industry-aligned learning environment.

STUDENT PARKING

The school provides limited parking spaces, with priority given to clients receiving services, instructors, and staff. Student parking is a privilege and may be revoked if a student fails to cooperate with school staff or adhere to parking regulations. Students arriving late are not permitted to use the school parking lot.

The school assumes no responsibility for theft, damage to vehicles, personal injury, or harm to individuals or animals within the parking lot. Students are encouraged to utilize nearby all-day street parking as an alternative.

Important Notice: RBS is not responsible for any loss or damage to your vehicle, nor for any personal injury or liability occurring in the parking lot.

STUDENT HOUSING

RBS does not provide or assist students in securing housing. The school does not operate dormitories or other housing facilities and is not responsible for finding housing for students.

Housing options in the Rosemead area include a variety of two-story walk-up and garden-style apartments. For more information, students may visit resources such as www.apartmentguide.com.

The average apartment size in Rosemead, CA, is approximately 760 square feet, though this varies based on the type of unit. Studio apartments tend to be the most affordable and smallest, while 1-bedroom apartments are closer to the average size. Larger options, such as 2-bedroom and 3-bedroom apartments, provide more generous square footage.

As of December 2024, the average rent for an apartment in Rosemead is \$2,250. For a 1-bedroom apartment, the average rent is approximately \$1,800. Rental costs depend on factors such as location, size, and quality of the housing.

Students are encouraged to explore local housing options that best suit their needs and budget.

Sources:

<https://www.rentcafe.com/average-rent-market-trends/us/ca/rosemead/>

<https://www.zumper.com/rent-research/rosemead-ca>

COMMUTING

RBS is conveniently located approximately three blocks north of the San Bernardino Freeway (I-10), accessible via the Walnut Grove exit. Head north on Walnut Grove Boulevard to Valley Boulevard. The school is situated one building away from the northwest corner of Valley Boulevard and Walnut Grove Boulevard.

Public transportation options are readily available on Valley Boulevard. Bus stops are located on both the north and south sides of the street at the Walnut Grove intersection. Buses run every 15 to 30 minutes, providing service from Los Angeles to the El Monte Station, with connections to other routes serving the East San Gabriel Valley.

Commuting costs for public transportation vary depending on the student's location and chosen route. Daily bus fares can average up to \$6.00, depending on proximity to the school and the number of transfers required. Students are encouraged to explore local transit options for the most convenient and cost-effective commute.

EMPLOYMENT ASSISTANCE

RBS provides employment assistance to students and graduates at no additional cost. The school builds relationships with local employers and takes pride in supporting graduates by preparing them for employment and recommending them for job opportunities. A job bulletin board is maintained for students to review current employment openings.

While RBS strives to assist students in their career endeavors, the school cannot guarantee job placement and does not use placement as an inducement for enrollment.

Salon readiness is an integral part of the curriculum and includes training in essential career skills such as resume writing, interview preparation, professional attire, job search strategies, and workplace professionalism. These skills are emphasized throughout the program, ensuring students are well-prepared for their future careers.

TUITION AND FEES

Program	Cosmetology	Massage Therapy II	Skin Care	Nail Care
Tuition	\$6,600.00	\$5,150.00	\$4,000.00	\$1,500.00
Registration Fee - (Non-Refundable)	\$120.00	\$120.00	\$120.00	\$120.00
Kit/Supplies/Uniform - (Non-Refundable upon removal from original packaging)	\$600.00	\$300.00	\$300.00	\$180.00
Textbook (included with kit/supplies)	Milady Std Cosmetology (13 th ed) ISBN: 9781285769417 \$200	Theory & Pract of Therapeutic Massage (6th ed) (ISBN: 9781285187587)\$200 Workbook: Theory & Pract of Therapeutic Massage (6th ed) ISBN: 9781285187617) \$100	Milady Std Esthetics: Fundamentals 12th ed (ISBN: 9780357263792) \$200	Milady Std Nail Tech+Std Fdn (8 th ed) (ISBN: 9780357446867) \$170
Entrance Exam – (Non-Refundable)	\$30.00	\$30.00	\$30.00	\$30.00
STRF (Non-Refundable) - \$0.00 for every \$1,000 rounded to the nearest \$1,000)	\$0.00	\$0.00	\$0.00	\$0.00
Total Charges for Period of Attendance	7,550.00	5,900.00	4,650.00	2,000.00
Estimated schedule of total charges for the entire educational program	7,550.00	5,900.00	4,650.00	2,000.00

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. "Total charges" means the sum of institutional and noninstitutional charges.

For Programs Designed to Be Completed in One Term or Four Months or Less:

- Full payment of all tuition and fees is required on or before the first day of instruction.

For Programs Longer Than Four Months:

- RBS will not require payment of more than one term or four months of tuition in advance.
- When 50% of the program has been offered, the remaining balance of tuition and fees may be collected.

Loan Payment

- 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.
- **RBS DOES NOT PARTICIPATE IN FEDERAL AND STATE FINANCIAL AID PROGRAMS.**

Private Loans and Payment Options:

- RBS does not provide private institutional loans. However, if a student secures private funding, the total indebtedness cannot exceed the total charges for the current period of attendance.
- Students may opt to pay tuition and fees in full, including private loan funds, after they have been accepted, enrolled, and informed of the first class session date as disclosed on the enrollment agreement.

Additional Information:

- RBS does not impose any interest charges on tuition balances.
- All payments must be made in accordance with the terms outlined in the student enrollment agreement.
- Students are responsible for ensuring all financial obligations are met to remain in good standing and to receive their diploma.
- RBS does not offer payment plans.

STATE OF CALIFORNIA 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.

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, unless you are otherwise exempt from the STRF assessment.

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 are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

CANCELLATION, WITHDRAWAL AND REFUND POLICY

Student's Right to Cancel

Students have the right to cancel their enrollment agreement for a course of instruction, without penalty or obligation, through attendance at the first class session or midnight of the seventh calendar day after enrollment, whichever is later.

To cancel, students must provide a written notice of cancellation. This notice can be sent by mail, email, or hand delivery to the school president: Mr. Kenneth Yong, Email: kenyong823@gmail.com
Address: 8531 E. Valley Blvd., Rosemead, CA 91770

The notice of cancellation is effective when it is delivered or, if sent by mail, when it is postmarked. Students will receive a cancellation form on or before the first day of class, but any written notice is acceptable.

If the school provided the student with equipment, books, or materials, they must be returned in new, re-issuable condition within 10 days of the cancellation notice. If the equipment is not returned within this period, the school may deduct the cost from any refund owed. Once the cost is deducted, the equipment becomes the student's property.

RBS will issue refunds for any payments made, less the non-refundable registration fee (not to exceed \$250) and the cost of any unreturned or used equipment, within 45 days of receiving the cancellation notice.

Withdrawal and Refund Policy

Students may withdraw from the course at any time either by mail or email to the school president, Mr. Kenneth Yong, kenyong823@gmail.com or address: 8531 E. Valley Blvd., Rosemead, CA 91770, through their conduct, such as non-attendance.

- **Withdrawal Date:** The withdrawal date is the student's last date of attendance as recorded in school records.
- **Determination of Withdrawal Date:** The institution will determine that a student has withdrawn within 14 days of consecutive absences or upon notification of withdrawal by the student.

For students who withdraw after the cancellation period, the school provides a pro rata refund of tuition for students who complete 60% or less of the program. Once more than 60% of the program is completed, no refund is due.

Refunds are calculated using the following formula:

- $\text{Refund Amount} = (\text{Total Tuition Paid}) \times [(\text{Hours Not Received}) \div (\text{Total Program Hours Paid})]$
- Refunds will be issued within 45 days of determining a student's withdrawal.

An applicant who is not accepted by the institution is entitled to a refund of all monies paid, minus the non-refundable application fee (not to exceed \$250).

Equipment

If the school has provided you with any returnable unused equipment, including books or materials, you must return it to the school in good condition within 30 days following the date of your notice of cancellation.

If the equipment, books, or materials are not returned in good condition within this 30-day period, the school may deduct their documented cost from any refund that may be due to you. Once you have paid for the equipment, it becomes your property, and no further obligation is required.

Important Note: Due to sanitary reasons, beauty supplies and equipment are non-returnable items. Once you have received any beauty equipment, its cost is charged to your account and is not refundable. Additionally, manicure kits cannot be returned once the seal has been opened.

COPYRIGHT INFRINGEMENT AND CIVIL LIABILITIES

Misuse of copyrighted materials is prohibited. Students may face jail, or fines up to \$250,000.00, or both under the civil or criminal court system. Students are strictly prohibited to use any of the institutional equipment to copy, download, or distribute any copyrighted material. Unauthorized use of the institutional equipment may be grounds for disciplinary action by RBS up to and including dismissal from school.

PROGRAM DESCRIPTIONS AND LEARNING OUTCOMES

COSMETOLOGY PROGRAM (1000 CLOCK HOURS)

SOC Code 39-5012.00

Description

The Cosmetology curriculum consists of one thousand (1000) clock hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in entry-level job skills, obtain licensure, and obtain gainful employment in the field of cosmetology or related career fields.

Learning Objectives

Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude, a sense of personal integrity, and self-confidence.

- Practice effective communication skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Perform the basic manipulative skills in the areas of hair care, skin care, and nail care.
- Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each client.
- Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

Grading Procedures

Students are assigned academic learning units and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures as set forth in the Practical Grading Sheet. Students must maintain a written grade average of 75 percent or higher and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Grading	Letter	Description	Grade Point
90-100%	A	Excellent	4.00
80-89%	B	Above Average	3.00
70-79%	C	Average	2.00
60-69%	D	Below average	1.00
59% or below	F	Fail	0.00

Satisfactory Academic Progress requires a minimum passing score of 75%.

Requirements for successful completion

- Completion of 1000 hours; including required theory hours and practical hours of technical instruction and practical training covering all practices constituting the art of cosmetology
- Students have to maintain at least 75% of attendance until they complete the program hours.
- Minimum 75% academic grade average
- Completed of all written and practical exams
- Make satisfactory arrangements for payment of all debts owed to RBS
- Payment in full of all tuition and fees

Upon successful completion of the program, students will be awarded a diploma noting the specific program of study and the graduation date.

Cosmetology Course Theory and Practice Requirements		
Subjects	Clock Hours	
	Theory Hours	Practice
One hundred hours (100) in health and safety		
Health and Safety Laws and Regulations	20	
Hazardous Substances	5	
Chemical Safety	10	5

Safety Data Sheets	10	
Protection From Hazardous Chemicals	10	10
Preventing Chemical Injuries	5	10
Preventing Communicable Diseases	10	5
SUBJECT TOTAL	70	30
One hundred (100) hours in disinfection and sanitation		
Disinfection procedures to protect the health and safety of consumers and the technician	20	30
Proper disinfection procedures for equipment used in establishments	20	30
SUBJECT TOTAL	40	60
Two hundred fifty five (255) hours in chemical hair services		
Coloring	20	40
Straightening	10	20
Waving	10	20
Bleaching	20	40
Hair analysis	10	10
Predisposition and strand tests	5	5
Safety precautions	10	10
Formula mixing	5	10
Use of dye removers	5	5
SUBJECT TOTAL	95	160
Two hundred forty five (245) hours in hairstyling services		
Arranging	5	10
Blow drying	10	10
Cleansing	5	10
Curling	10	10
Dressing	10	10
Hair analysis	10	10
Shampooing	10	10
Waving	10	10
Nonchemical straightening	5	10
Hair cutting: use of shears, razors, electrical clippers and trimmers, thinning shears, for wet and dry cutting	20	60
SUBJECT TOTAL	95	150
One hundred fifty (150) hours in skin care services		
Chemical and Manual facials and massaging	15	20
Stimulating	10	15
Exfoliating	5	10
Cleansing, or beautifying the face, scalp, neck, or body by the use of hands	5	10
Esthetic devices	10	20
Cosmetic Products	5	10

Esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue	5	10
SUBJECT TOTAL	55	95
Fifty (50) hours in hair removal and lash and brow beautification		
Tinting and perming eyelashes and brows and applying eyelashes to any person	10	15
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	10	15
SUBJECT TOTAL	20	30
One hundred (100) hours in manicure and pedicure		
Water and oil manicures	10	20
Hand and arm massage, foot and ankle massage	5	10
Nail analysis	5	10
Artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs	10	30
SUBJECT TOTAL	30	70
TOTAL THEORY and PRACTICE	405	595
COURSE TOTAL	1000	

All course instruction is provided under the active and direct supervision of qualified instructors and meet or exceed the minimum requirements for approval set forth herein and be substantially related to the cosmetology profession.

Prerequisites

- The Cosmetology course does not have prerequisites.

Instructional Materials and References

- Milady Standard Cosmetology (13th edition) ISBN: 9781285769417
- A comprehensive resource center of references, periodicals, books, texts, audio/video, and online resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

SKIN CARE PROGRAM (600 CLOCK HOURS)

SOC Code: 39-5094.00

Textbook

Milady Standard Esthetics: Fundamentals 12th edition (ISBN: 9780357263792)

This textbook serves as the primary resource for the program, providing theoretical and practical guidance on skin care, sanitation, disinfection, sterilization, safety protocols, advanced techniques, and beauty business management.

Program Description

The Skin Care Program provides students with the theoretical knowledge and practical skills necessary to excel as licensed estheticians in California. This 600-hour program includes comprehensive instruction in infection controls, facials, hair removal, makeup application, eyelash extension, career planning and professional development.

Program Objectives

Graduates will:

1. Demonstrate proficiency in manual, chemical, and electrical facial treatments.
2. Perform professional hair removal, lash, and brow beautification services.
3. Practice proper infection control and sanitation procedures.
4. Apply makeup techniques using color theory for various occasions.
5. Utilize advanced esthetic devices and techniques.

Course Breakdown

1. Disinfection and Sanitation (50 Hours Total)

- 10 Technical Hours:
 - Infection control, sterilization, and sanitation procedures.
 - Compliance with state laws and safety regulations.
- 40 Practical Hours:
 - Disinfecting instruments and workstations.
 - Performing sanitation operations (minimum of 10 practical operations).

2. Health and Safety/Hazardous Substances (45 Hours Total)

- 20 Technical Hours:
 - Chemical safety, hazard prevention, and ergonomics.
 - Communicable diseases, including HIV, AIDS, and Hepatitis B.
- 25 Practical Hours:
 - Bacteriology and identifying skin conditions.

3. Facials (350 Hours Total)

- Technical Hours:
 - Manual/Chemical Facials: 20 hours.
 - Electrical Facials: 30 hours.
 - Health-Related Skin Science: 40 hours.
- Practical Operations:
 - Manual/Chemical Facials: 40 operations (80 hours).
 - Electrical Facials: 60 operations (120 hours).
 - Chemical treatments (e.g., skin peels, masks, scrubs): 40 operations (40 hours).

4. Hair Removal and Eyebrow Beautification (50 Hours Total)

- Technical Hours:
 - Theory of hair structure and removal methods: 10 hours.
- Practical Operations:
 - Waxing and depilatories: 40 operations (40 hours).
 - Eyebrow tweezing and arching: 10 operations (10 hours).

5. Makeup Application and Essentials (20 Hours Total)

- Technical Hours:
 - Color theory, corrective makeup, and lash/brow tinting.
 - Application of artificial eyelashes.
- Practical Operations:
 - Makeup applications (20 hours).

6. Additional Training (170 Hours Total)

- Includes:

- Salon management and professional ethics.
- Resume preparation, client record-keeping, and career readiness.
- Advanced topics: microdermabrasion, light therapy, chemical peels (optional).

Graduation Requirements

To graduate, students must:

1. Complete 600 clock hours, including all required theory and practical operations.
2. Students have to maintain at least 75% of attendance until they complete the program hours.
3. Maintain a minimum academic grade average of 75%.
4. Successfully pass all written and practical exams.
5. Fulfill all financial obligations, including tuition and fees.

Upon completion, students will receive a diploma indicating the program of study and graduation date.

Grading Scale

Percentage	Letter Grade	Description	Grade Point
90–100%	A	Excellent	4.00
80–89%	B	Above Average	3.00
70–79%	C	Average	2.00
60–69%	D	Below Average	1.00
59% or below	F	Fail	0.00

Satisfactory Academic Progress

1. Students must maintain a minimum grade of 75% (C).
2. Academic progress is evaluated regularly, with failing grades requiring remedial action.
3. Students must pass both written and practical exams to graduate.

Assessment Methods

- Written Exams: Evaluate laws, regulations, and theoretical topics.
- Practical Evaluations: Assess skills in manicures, pedicures, enhancements, and nail art.
- Mock State Board Exams: Simulations for both practical and theoretical components of the California licensing exam.

Licensing Requirements

To qualify for licensure in California:

1. Applicants must be at least 17 years old.
2. Applicants must have completed the 10th grade or equivalent.
3. Applicants must successfully complete the 600-hour Skin Care program.
4. Applicants must pass the California State Board of Barbering and Cosmetology licensing exam with a minimum overall score of 75%.

Potential Occupations After Completion:

Skin Care Therapist, Spa Technician, Facialist, Skin Care Technician, Makeup Artist, Lash Artist, Wax Specialist, Makeup Designer, Makeup Specialist, Product Specialist, Product Sales Rep, and Salon Owner.

NAIL CARE PROGRAM (400 CLOCK HOURS)

SOC Code: 39-5092.00

Textbook

Milady Standard Nail Technology: Standard Foundations (8th edition) (ISBN: 9780357446867)

This textbook serves as the primary resource for the program, providing theoretical and practical guidance on nail care, sanitation, safety protocols, advanced techniques, and salon management.

Program Description

This 400-hour program equips students with the knowledge and skills to pass the California State Board licensing exam and excel as professional nail technicians. The curriculum emphasizes sanitation, safety,

anatomy, and advanced techniques, including electric filing, gel systems, and nail art. Students will complete required practical operations, develop real-world salon management skills, and gain the confidence to succeed in the nail care industry.

Program Objectives

Upon completion of this program, students will:

1. Acquire knowledge of laws and rules created by the California Board of Barbering and Cosmetology.
2. Demonstrate proper disinfection and sanitation procedures to ensure client and technician safety.
3. Perform manicures, pedicures, and artificial nail services, including enhancements, repairs, and designs.
4. Analyze nail disorders and provide suitable client service plans.
5. Develop expertise in advanced techniques, including electric filing and 3D nail art.
6. Exhibit professionalism, client relations, and salon management skills.
7. Achieve competency in both theory and practical skills to pass the California licensing exam.

Program Breakdown

The Nail Care Program consists of 400 clock hours, divided into theory and practical instruction, covering the following areas:

1. Health and Safety (100 Hours)

- Theory Instruction:
 - Laws and Regulations (10 hours): Covers the California Barbering and Cosmetology Act, board rules, and safety laws.
 - Cosmetology Chemistry (10 hours): Chemical composition and safety procedures related to nail care products.
 - Health and Safety Considerations (25 hours): Hazardous materials, safety data sheets, ergonomics, health standards, and communicable disease prevention.
 - Disinfection and Sanitation (20 hours): Proper procedures to disinfect tools, equipment, and workstations.
 - Anatomy and Physiology (10 hours): Nail anatomy, common disorders, and basic physiology.
 - Board Approved Health and Safety Course: Additional board-approved topics to reinforce state-mandated safety standards.
- Practical Operations:
 - 40 disinfection and sanitation operations (e.g., cleaning tools, maintaining hygiene practices).

2. Manicure and Pedicure Techniques (150 Hours)

- Theory Instruction:
 - Water and Oil Manicures (15 hours): Techniques for hand and arm massage and product application.
 - Complete Pedicures (10 hours): Includes foot and ankle massage and advanced techniques.
 - Artificial Nail Applications (15 hours): Covers liquid and powder acrylics, gel systems, powder brush-ons, nail wraps, and dip systems.
 - Nail Tips and Repairs (5 hours): Techniques for repairing and enhancing nails.
- Practical Operations:
 - 40 manicures and pedicures.
 - 80 artificial nail applications (e.g., acrylics, gels, tips, wraps, and repairs).

3. Disinfection and Sanitation (100 Hours)

- Theory Instruction:
 - Emphasis on maintaining hygiene and safety standards across all nail care services.
- Practical Operations:
 - Proper disinfection procedures for tools, equipment, and workstations, including client and technician protection.

4. Additional Training (50 Hours)

- Salon Management and Professional Development:

- Topics include client relations, professional ethics, resume preparation, and basic marketing strategies.
- Training on communication skills, record-keeping, employment preparation, and desk/reception work.

Practical Operation Requirements

Students must complete the following practical operations:

1. Disinfection and Sanitation: 40 operations.
2. Manicures: 40 operations (water and oil techniques).
3. Pedicures: 40 operations (complete procedures with massage).
4. Artificial Nail Enhancements:
 - 40 operations using acrylic, liquid, and powder brush-ons.
 - 40 operations using wraps, repairs, and nail tips.

Graduation Requirements

To graduate from the Nail Care Program, students must:

1. Complete 400 total clock hours.
2. Achieve a minimum grade of 75% in theory and practical evaluations.
3. Complete all required practical operations.
4. Students have to maintain at least 75% attendance until they complete the program hours.
5. Successfully pass all written and practical exams.
6. Satisfy all financial obligations to the institution.

Upon completion, students will receive a diploma indicating the program of study and graduation date.

Grading Scale

Grading	Letter	Description	Grade Point
90–100%	A	Excellent	4.00
80–89%	B	Above Average	3.00
70–79%	C	Average	2.00
60–69%	D	Below Average	1.00
59% or below	F	Fail	0.00

Satisfactory Academic Progress: Students must maintain a minimum passing score of 75% (C).

Satisfactory Academic Progress

4. Students must maintain a minimum grade of 75% (C).
5. Academic progress is evaluated regularly, with failing grades requiring remedial action.
6. Students must pass both written and practical exams to graduate.

Assessment Methods

- Written Exams: Evaluate laws, regulations, and theoretical topics.
- Practical Evaluations: Assess skills in manicures, pedicures, enhancements, and nail art.
- Mock State Board Exams: Simulations for both practical and theoretical components of the California licensing exam.

Licensing Requirements

To qualify for licensure in California:

1. Applicants must be at least 17 years old.
2. Applicants must have completed the 10th grade or equivalent.
3. Applicants must successfully complete the 400-hour Nail Care program.
4. Applicants must pass the California State Board of Barbering and Cosmetology licensing exam with a minimum overall score of 75%.

Potential Occupations After Completion:

Nail Care Tech in Salon (resort/spa), Nail Specialist, Product Specialist, Product Sales Rep, Platform Artist, Competitive Nail Tech for Industry Competitions, and Salon Owner.

MASSAGE THERAPY II (600 CLOCK HOURS)

SOC: 31-9011

The Massage Therapy II course of study consists of 600 clock hours covering the modalities of Asian bodywork and health science classes. The minimum requirement for state certification by the California Massage Therapy Council (CAMTC) as a Massage Therapist in the State of California is 500 hours and passage of the Massage and Bodywork Licensing Exam (MBLEx). The program prepares the graduate with the skills, knowledge and work habits needed to obtain an entry-level position in Massage Therapy.

Note: In California, a student does not need to pass MBLEx test to get "California Massage Certificate" until 12-31-2026.

Course Description

This comprehensive massage therapy course prepares students to become successful practicing bodyworkers by giving them a broad knowledge of both therapeutic and clinical techniques. Students learn an eclectic style of therapeutic massage covering the modalities of Asian bodywork and health science classes, which gives them a solid foundation for mastering many different bodywork techniques. They are taught a wide range of bodywork therapies that include reflexology, acupuncture, deep tissue, myofascial techniques, lymphatic and sports massage, and injury techniques. The program includes courses in anatomy, physiology, pathology and kinesiology, as well as integrative assessment and documentation. Students gain a solid understanding of the body, enabling them to effectively communicate with other health care professionals and create comprehensive treatment programs for their clients. Professional ethics and communication are incorporated, along with training in laws and regulations.

Learning Objectives

- Demonstrate an understanding of the professional conduct required to be a Massage Therapist.
- Perform proper draping techniques.
- Demonstrate an understanding of universal precautions.
- Demonstrate a thorough understanding of body mechanics.
- Show an understanding of Anatomy and Physiology for Bodyworkers.
- Be competent in the hands-on skills related to Circulatory Massage techniques.
- Demonstrate an understanding of, and be able to assess, contraindications to massage.
- Demonstrate an understanding of the theories and philosophy of massage.
- Have an understanding of the physiological benefits of massage.

Successfully demonstrate competency and understanding of the required skills when participating in clinic or other externship opportunities. Such competencies include adhering to professional standards and ethics, conscientious client assessment, practical application techniques and appropriate self-care

Explore personal career goals as they relate to developing their career as a Massage Therapist.

Prepare for the Massage and Bodywork Licensing Exam (MBLEx).

Prerequisites

The Massage Therapy II course does not have prerequisites.

Graduation Requirements

- Completion of 600 hours; including required theory hours, and practical operations hours in massage therapy
- Students have to maintain at least 75% of attendance until they complete the program hours.
- Minimum 75% academic grade average

- Complete all written and practical exams
- Applicants must also be able to receive massage
- Make satisfactory arrangements for payment of all debts owed to RBS
- Payment in full of all tuition and fees

Upon successful completion of the program, students will be awarded a diploma noting the specific program of study and the graduation date.

All 500 clock hours of education required for CAMTC Certification are provided under the active and direct supervision of qualified instructors, and meet or exceed the minimum requirements for approval set forth herein, and be substantially related to the massage profession:

A. In-person supervised 310 clock hours addressing the following subjects:

- (1) 250 hours of Hands-On Massage including, but not limited to, client assessment and interview, client draping, massage application, and planning and administering an individualized therapeutic massage.
- (2) 20 hours of Anatomy & Physiology Lab.
- (3) 10 hours of Ethics including, but not limited to, standards of ethical practice, California laws and rules, informed consent, therapeutic relationship, and confidentiality.
- (4) 30 hours of additional subject matter which may include, but is not limited to, any combination of:
 - Kinesiology Lab including, but not limited to, palpation, movement, range of motion, and end feel
 - Reflexology & Acupressure
 - Basic Shiatsu
 - Sport Massage
 - Swedish Massage
 - Lymphatic Massage
 - Massage in the Spa setting
 - Asian Bodywork Application
 - Self-Care
 - Clinical Massage Techniques

B. In-person supervised 190 clock hours addressing the following subjects:

- 60 hours of Anatomy & Physiology Theory including, but not limited to, orientation to the human body; integumentary, skeletal, fascial, muscular, nervous, cardiovascular, and other body systems; and kinesiology.
- 35 hours of Contraindications including, but not limited to, pathology, endangerment areas, skin disorders, and medications and massage.
- 20 hours of Health & Hygiene including, but not limited to, therapist hygiene, blood and airborne pathogens, infection control, and universal precautions.
- 15 hours of Business including, but not limited to, professional development, obtaining and maintaining credentials, and adhering to laws and regulations.
- 100 hours of additional subject matter which may include, but is not limited to, any combination of:
 - Massage Theory
 - Massage History
 - Medical Terminology
 - Kinesiology Theory

Instructional Materials

Theory & Practice of Therapeutic Massage (6th edition) (ISBN: 9781285187587)

Workbook: Theory & Practice of Therapeutic Massage (6th edition) ISBN: 9781285187617)

Permit Requirements

To practice massage in an establishment a permit/business license is required and must be secured by the local police department. RBS has surrounding city permit information and will assist with completing necessary documents to file for the appropriate local city permits and licenses.

Certification

California Business and Professions Code sections 4600 et. Seq. designate many qualifications set for certification. Applicants must meet the educational requirements in the law from a CAMTC approved school:

- Have passed a CAMTC approved exam
- Have passed a background check
- Not violated any provisions of the law

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code sections 4600 et. seq.”

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at: One Capitol Mall, Suite 800, Sacramento, CA 95814, www.camtc.org, phone (916) 669- 5336, or fax (916) 669-5337.

Unfair Business Practices

Pursuant to California Business and Professions Code section 4611, It is an unfair business practice for a person to do any of the following:

- (a) To hold himself or herself out or to use the title of “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,” “CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

Draping Policy

During massage sessions, the patron’s genitals, pubic area, anus, and female patron’s breasts below a point immediately above the top of the areola must be fully draped always while any employee of the business or establishment is in the massage therapy room or cubicle with the patron. No massage therapy shall be provided to a patron that results in intentional contact, or occasional and repetitive contact with the genitals, anus, or areola of a patron.

MESSAGE THERAPY II COURSE	Theory	Practical	Non-Massage Lab
Historical Overview of Massage	5		
Laws and Regulations	5		

MESSAGE THERAPY II COURSE	Theory	Practical	Non-Massage Lab
Professional Ethics for Massage Professional	5		5
Anatomy and Physiology	60		30
Kinesiology	20		5
Infection Control & Safety Practice	20		5
Swedish (Classic) Massage	10	10	
Rhythm and Pressure as AP	10	10	
Mastery of Basic Massage	10	20	
Palpation Assessment	5		5
Clinical Massage Techniques	10	20	
Lymphatic Massage	5	20	
Sport Massage	5	20	
Reflexology/ Acupressure	20	20	
Basic Shiatsu/ 16 Movement	10	20	
Massage in the Spa Setting	10	30	
Passive and Active Joint	10	20	
Other Therapeutic Techniques	10	20	
Massage Business Admin	15		
Effects, Benefits, Indications and Contraindications	20		
Asian Bodywork Application	5	10	
Self-Care	5	5	
Intro to System Massage	5	10	
Preparing the Client for a Massage	5		5
6 Major Categories of Mass	5	20	
Total by Category	290	255	55
TOTAL HOURS	600		



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