



# Beyond 21st Century Beauty Academy

Santa Fe Springs

## 2024 Academy Catalog

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Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Period Covered 7/1/2024-6/30/2025

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## LICENSED TO OPERATE DISCLOSURE STATEMENT

BEYOND 21<sup>ST</sup> CENTURY BEAUTY ACADEMY. is a private institution, located at 13640 Imperial Hwy. Suite 6 - 7 - 8 Santa Fe Springs, CA 90670 is licensed to operate by the Bureau for Private Postsecondary Education (BPPE). This means that the Institution and its operation must comply with the standards established under the law for occupational instruction by private postsecondary educational institutions.

Licensed to operate are the following courses:

• Cosmetology	1000 Hours	CIP#12.0401 SOC#39-5012
• Cosmetology – Distance Education Hybrid	1000 Hours	CIP#12.0401 SOC#39-5012
• Barbering	1500 Hours	CIP#12.0402 SOC#39-5011
• Barbering Cross-Over (for Cosmetologist)	200 Hours	CIP#12.0402 SOC#39-5011
• Manicuring	400 Hours	CIP#12.0410 SOC#39-5092
• Esthetician	600 Hours	CIP#12.0409 SOC#39-5094
• Esthetician – Distance Education Hybrid	600 Hours	CIP#12.0409 SOC#39-5094
• Cosmetology Instructor Trainee	600 Hours	CIP#12.0413 SOC#25-1194

Instruction is in residence with facilities occupancy level accommodating 150 students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the Academy and to discuss personal, educational, and occupational plans with Academy personnel prior to enrolling or signing enrollment agreements.

The following state boards, bureaus, departments, or agencies which set minimum standards for your program of studies in accordance with Education Code Section 94915.

This Academy is nationally accredited by the National Accrediting Commission of Career Arts & Sciences, Inc. The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, Electrology, and massage.

FOR ADDITIONAL INFORMATION REGARDING THIS INSTITUTION, YOU MAY CONTACT:

BUREAU FOR PRIVATE POSTSECONDARY  
EDUCATION (BPPE)  
1747 N. Market Blvd. Ste 225  
Sacramento, CA 95834  
Toll Free: (888) 370-7589  
Direct Line: (916) 574-8900  
Fax (916) 263-1897  
www.bppe.ca.gov

BOARD OF BARBERING AND COSMETOLOGY (BBC)  
1625 N. Market Blvd. Ste 202  
Sacramento, CA 95834  
Telephone: (800) 952-510  
www.barbercosmo.ca.gov

NATIONAL ACCREDITING COMMISSION  
OF CAREER ARTS AND SCIENCES  
(NACCAS)  
3015 Colvin St.  
Alexandria, VA 22314  
Telephone: (703) 600-7600  
www.naccas.org

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 direct telephone line (916) 574-8900, toll free (888) 370-7589, or by fax (916) 263-1897 or www. bppe.ca.gov

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.

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

The Academy does 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, NOR 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.).

The catalog is revised routinely in January, July, and continually as policies/regulations change. The catalog is available to a prospective student/general public at any time on the Academy website (www.beyondcosmo.com), in person upon request, and a hard copy is given during orientation prior to signing an enrollment agreement. All information in the contents of this school catalog is current and correct and is so certified true by:

Mrs. Guadalupe M. Fernandez  
Owner/President

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FROM THE PRESIDENT  
WELCOME!!!

Dear Student,

Welcome to BEYOND 21<sup>ST</sup> CENTURY BEAUTY ACADEMY! We offer you the basic training you will need to pass the State Board of Barbering and Cosmetology examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication and practice on your part. You will practice shop management, basic concepts and the psychology of personal success.

It is a pleasure to have you join us at BEYOND 21<sup>ST</sup> CENTURY BEAUTY ACADEMY. Our goal is to help you discover your ability to transform your life and other’s lives with the training we will be providing you. The degree of your success will depend on the efforts you are willing to apply during the entire course of your training. We look forward to watching you grow!

Sincerely,

Mrs. Guadalupe M. Fernandez  
Owner/President

**EDUCATIONAL OBJECTIVES and MISSION STATEMENT**

WELCOME to the wonderful world of beauty. BEYOND 21<sup>ST</sup> CENTURY BEAUTY ACADEMY offers you personalized care with detailed attention to your needs and abilities.

At Beyond 21<sup>st</sup> Century Beauty Academy, our mission is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the state licensing exams and for our graduates to seek and find entry level employment in the beauty industry. Our aim is to promote the sound design, development, and delivery of online and hybrid distance learning courses to meet the educational needs of our students and faculty in innovative and accommodative ways.

If you are people oriented and are willing to learn and study, we will help open the door to your future. Beyond 21<sup>st</sup> Century Beauty Academy. was established in 1997 to bring positive services to the community. The methods of teaching will reflect all ethnic needs. The successful student should be able to function effectively in one of the many specialty areas such as: Hair Stylist, Hair Colorist, Barber, Manicurist, Make-up Artist, Skin Specialist, Beauty Salon Operator, Beauty Instructor, etc.

The quality of Beyond 21<sup>st</sup> Century Beauty Academy faculty is exhibited daily in the classroom and in the clinic. The core staff is supplemented on a regular basis through the use of guest artists, lecturers and trainers with proven expertise for virtually all cosmetology, barbering, manicuring and skin care professions. These exciting activities are carried out in an environment that is characterized by: spacious, well-lit facility, remodeled to meet functional academy needs, salon type environment especially designed to enhance student training.

We are happy to have you visit the Academy to see our student facilities, teaching staff and consider the many advantages for our future student. We will be pleased to answer your questions.

**FACILITY**

Beyond 21<sup>st</sup> Century Beauty Academy is a spacious (3,800 sq. ft) air conditioned, modern facility with many benefits for our staff and students. Our Academy simulates salon conditions to help our students “learn by doing” with modern equipment and a variety of supplies that help enhance the student’s product knowledge. A student area is provided for their rest and eating needs. Each student has access to a locker to keep their equipment and private articles. Our students learn to practice managing the reception desk, logging patrons, answering the phone and operating a cash register. Our students learn inventory control and assist in operating our supply system. Our objective is to help the student become “salon ready”. The capacity of students is 150 at any given time. The Academy does not provide a service for student housing. The median listing price for a home in Santa Fe Springs is \$399,900. The median listing price for the neighbor city of Norwalk is \$339,999. The market one-year forecast is an increase of 6.6%. The median rental list price is \$1,750 (\$1.54 rent list price/sq. ft.) (2016 www.Zillow.com).

**STATEMENT of NON-DISCRIMINATION**

Beyond 21<sup>st</sup> Century Beauty Academy. does not discriminate on the basis of sex, race, age, color, ethnic origin, or religion, handicap, financial status, and ethnicity, area of origin or residence in its admissions, instruction, or graduation policies.

## **HANDICAPPED STUDENTS**

Access for handicapped students to the institutions facilities is not available at the academy. This academy does not offer special facilities or programs for the handicapped.

## **HEALTH and PHYSICAL CONSIDERATIONS**

Generally, the professionals in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands. The school reserves the right to request physician documentation to verify the student can fulfill the training demands.

## **ADMISSIONS INFORMATION/HOURS**

Applicants for admission may secure enrollment information on Tuesday through Saturday during the following hours:

Tuesday-Thursday	9:30 a.m – 4:00 p.m
Friday	9:30 a.m – 4:00 p.m
Tuesday-Thursday	6:00 p.m – 9:00 p.m
Saturday	9:30 a.m – 4:00 p.m

Person to contact regarding information is:

Mrs. Guadalupe M. Fernandez  
Call: 562.404.6193

## **ADMISSIONS POLICY**

**Student enrollment is open to those seeking a career in the beauty industry. Candidates must be able to, in the academy's view, benefit from training and be able to utilize their acquired skills for gainful employment. The admission requirements for Cosmetology, Cosmetology – Distance Education Hybrid, Barbering, Barbering Cross-Over (for Cosmetologists), Manicuring, Esthetician, Esthetician – Distance Education Hybrid, and Cosmetology Instructor Trainee are as follows: The Academy is accepting applicants for admissions as regular students once one of the following criteria has been met and provided copies of:**

- A) A physical state or federal government identification (ID) card (such as a driver's license, DMV ID, or passport). The academy does not provide visa services, nor does the academy vouch for student status.
- B) Be a U.S. citizen or resident with a valid Social Security number or Individual Taxpayer Identification Number (ITIN).
- C) Have a valid high school diploma (or official transcripts showing high school completion), or a state-recognized equivalent (such as a GED). Student with a high school diploma, but under 18 years of age, must have a parent/guardian sign all enrollment documentation (follow FERPA guidelines). Students without an equivalent to a high school education must be at least 18 years old (Compulsory school attendance in California) as required by the Board of Barbering and Cosmetology and may still be admitted under the institution's Ability to Benefit (ATB) procedures by passing one of the USDE approved tests administered by an independent proctor if, the student presents evidence of enrollment at a Title IV eligible institution prior to 07/01/2012 (for students receiving Title IV funds).
- D) Foreign high school diplomas must be translated and evaluated by an outside company qualified to translate documents into English and confirm the academic equivalent to at least a U.S. high school diploma.
- E) Cosmetology Instructor Trainee Course applicants must have a valid California Cosmetology License and a High School Diploma, GED, or equivalent.

**Our academy does not recruit students already attending or admitted to another school offering a similar program of study. The academy has not entered into an articulation or transfer agreement with any other college or university.**

## **TRANSFER/DROP POLICY and PROCEDURE**

The Academy will accept clock hours of previous training from another school as allowed by the California State Board of Barbering and Cosmetology. A written request must be received before transcript will be released.

## **CREDIT EVALUATION**

Appropriate credit will be granted for prior training or experience upon review and verification by Academy officials of its validity under the Cosmetology Act and the Board of Cosmetology Rules and Regulations. The Academy does not allow award of credit for prior experiential learning unless otherwise granted by the California Board of Barbering and Cosmetology. Occasionally, a student acceptance by the Academy will depend entirely on the Board of Barbering and Cosmetology.

## **RE-ENTRY POLICY**

All students who withdraw in good standing may re-enter into the course of study without the loss of credit for prior hours and projects earned during the prior enrollment, provided it is within 6 years from the date of withdraw. All records of the students are stored for 6 years and it is the responsibility of the student to maintain all documents received from the institution. The academy reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the academy before the student is accepted for re-enrollment. A student withdrawn from the Academy is required to pay the re-registration fee of \$75.00 for documentation. If the student transferred to another institution before returning to the Academy, those hours and projects earned at the institution may also be credited to the student for the new re-enrollment. Each re-entry is treated on an individual basis.

## **CALENDAR/HOLIDAYS**

Class schedules for 2023-2024: The following programs are offered: Cosmetology, Cosmetology – Distance Education Hybrid, Barbering, Manicuring, Esthetician, Esthetician – Distance Education Hybrid and Cosmetology Instructor Trainee. The Academy has open enrollment, and new classes begin one to two times per month.

### Cosmetology 1000 hours scheduled completion:

Full Time (30 hours per week) – 8 mos.

Part Time (20 hours per week) – 12.5 mos.

### Barbering 1000 hours scheduled completion:

Full Time (30 hours per week) – 8 mos.

Part Time (20 hours per week) – 12.5 mos.

### Cosmetology – Distance Education Hybrid 1000 hours scheduled completion:

Full Time (30 hours per week) – 8 mos.

Part Time (20 hours per week) – 12.5 mos.

### Esthetician 600 hours scheduled completion:

Full Time (30 hours per week) – 5 mos.

Part Time (20 hours per week) – 7 ½ mos.

### Cosmetology Instructor Trainee 600 scheduled.

Full Time (30 hours per week) – 5 mos.

Part Time (20 hours per week) – 7 ½ mos.

### Esthetician – Distance Education Hybrid 600 hours scheduled completion:

Full Time (30 hours per week) – 5 mos.

Part Time (20 hours per week) – 7 ½ mos.

### Manicuring 400 hours scheduled completion:

Part Time (20 hours per week) – 5 mos.

### Barbering Cross-Over (for Cosmetologists) 200 hours scheduled completion:

Full Time (30 hours per week) – 1.5 mos.

Part Time (20 hours per week) – 2.5 mos.

The Academy is closed on Sundays, Mondays and the following holidays: March 24<sup>th</sup> through March 30<sup>th</sup>, Memorial Day, Labor Day, June 30<sup>th</sup> through July 6<sup>th</sup>, November 24<sup>th</sup> through 30<sup>th</sup>, December 22<sup>nd</sup> through January 4<sup>th</sup>. A “special” holiday may be declared for emergencies or special reasons. Holy days of all religious beliefs are respected and allowed.

## **NEW STUDENTS**

New students must have binder, note paper, black ink pen and pencil for note taking and arrive at school 15 minutes before schedule time on first day to be clocked in and introduced to staff and students.

## **ORIENTATION CLASS**

Orientation is provided to all students and held prior to the first day of class.

## **FRESHMAN CLASS ENROLLMENT**

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass State Board exams. From that initial instruction, you will learn all fundamentals that are the basics for your future career. The hours spent in the freshmen class are as follows:

Cosmetology      450 hours

Cosmetology	450
Distance Education	
Hybrid	
Barbering	450 hours
Manicuring	200 hours
Esthetician	150 hours
Esthetician	150 hours
Distance Education	
Hybrid	

### **TEXTBOOKS, EQUIPMENT and SUPPLIES**

Textbooks and kit will be issued at the beginning of the freshman class. Each student will be issued a complete kit of equipment with carrying bag. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The Academy is not responsible for any lost or stolen equipment. Students must learn to be responsible for the tools of their trade.

### **DISCLOSURE of EDUCATION RECORDS**

Students and parents or guardians of dependent minors have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Parents of a student who is 18 years of age or older only have access with written consent for each request regardless of whether the student is a dependent for income tax purposes. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the Academy. The Academy will maintain the files for (6) six years from the last day of attendance. After this period, academic transcripts are permanently kept, and all other file contents are destroyed. Students are not entitled to inspect the financial records of their parents. Written consent is required from the student and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commissions and governmental agencies so authorized by law.

### **GRADUATION REQUIREMENTS/DOCUMENTATION**

Students are required to complete all hours and assignments while in training of the respective course in order to achieve graduation. All school charges must be paid in full prior to graduation. Full payment of all institutional charges is a graduation requirement. At this time, a graduating student will be presented with a diploma from BEYOND 21<sup>ST</sup> CENTURY BEAUTY ACADEMY. and a proof of training document. If the student has reached seventeen (17) years of age and has at least a tenth (10) grade education, he or she may be eligible to apply for the State Board examination.

### **ENGLISH as a SECOND LANGUAGE**

This Academy does not offer English as a Second Language (ESL) course. All prospective students that are accepted for enrollment must be proficient in the English language high school level. English fluency is demonstrated through the successful completion of all Admission requirements (documented in file) including prior academic success and in the Admissions interview. Any information provided to applicants, enrollees, or students that is relevant to their decision to enroll in the school or to satisfactorily complete the course is available in English only.

### **PROGRESS POLICY**

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

### **ACADEMIC ADVISING**

Students will be advised on an individual basis for matters pertaining to financial aid, education, and professional growth. The students are to be advised for academic progress as needed and/or at the time of their periodic evaluations. The type of advising will vary according to each student's evaluation. The student's strengths and weaknesses are assessed. In cases of unsatisfactory progress, a formal advising session must be documented on the school's advisement form. A plan for improvement will be made which is understood and agreed to by the student. A copy of the report is filed in the student's personal file and is available for review by the student and for parent/guardian upon request.

## **CAREER ADVISING**

Students are advised individually, as often as necessary regarding their program of study to review the student(s) progress and adjustments. Successful salon owners and stylists are scheduled to demonstrate their expertise to the students regularly. This activity supplements the daily advising carried out by the instructors and director. Students may request additional advising sessions at any time.

## **PLACEMENT**

The school does not guarantee placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Students who take the CA Board of Barbering license exam will have their results recorded in a tracker. Students that failed the exam are encouraged to return to the Academy for assistance and guidance for subsequent attempts to pass the exam. Placement assistance is provided by reviewing the listings of prospective salons seeking employees and the job requirements, salary, and other pertinent information. Students are referred to interviews and the results of these interviews are recorded in the placement register.

## **PROFESSIONAL ASSISTANCE**

Beyond 21st Century Beauty Academy. encourages students/employees to seek professional assistance when such aid is needed. The following information is provided as a reference for students/employees to assist in professional assistance. NATIONAL DOMESTIC VIOLENCE HOTLINE (24 HOUR) (800) 799-7233, LOS ANGELES COUNTY HOTLINE (24 HOUR) (800) 978-3600, DEPRESSION AND BIPOLAR SUPPORT ALLIANCE – EAST LONG BEACH (562) 295-7316 / (800) 826-3632 5901 e. 7TH St. Bldg. 128, Rm. J 216 Long Beach, CA 90822, INTERCOMMUNITY COUNSELING CENTER 7702 Washington Ave., First Floor Whittier, CA 90602 (562) 698-1272

## **CAREER OPPORTUNITIES**

Cosmetologist, Barber, Manicurist, Cosmetology Instructor and Esthetician may choose from a variety of jobs within the Beauty Industry. The following vocations are options that may be considered upon graduation.

**Cosmetologist/** Professional Stylist, Skin Care Specialist, Make-up Technician, Nail Technician, Platform Artist, Product

**Cosmetologist** Representative, Salon Owner/Manager, State Board Member/Examiner, and Image Consultant

**Distance Education**

**Hybrid**

**Barber/Cross-Over** Barber, Barber Shop Owner/Manager, State Board Member/Examiner, Product Representative, Platform Artist

**Manicurist** Nail Care Specialist, Synthetic Nail Technician, Nail Salon Owner/Manager, Nail Product Representative

**Esthetician/** Skin Care Specialist, Make-Up Technician, Image Consultant, Product Representative, Salon

**Esthetician** Owner/Manager, Platform Artist, Theatrical Make-Up Artist, Aroma Therapist

**Distance Education**

**Hybrid**

**Cosmetology Instructor Trainee** Cosmetology Instructor/Educator

## **PERSONAL ATTENTION**

Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given for the California State Board Licensing Examination.

## **BRUSH - UPS**

Students requiring preparation for the licensing exam will be billed at the course hourly rates, depending on which license they are applying for and a registration fee of \$75.00. Students must furnish their own equipment.

## **STUDENT CLOCK HOUR POLICY**

The State Board of Barbering and Cosmetology will only recognize time – clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period.

You will be given up to eight (8) minutes to clock in and receive credit for the quarter (1:4) hour. This eight minute period applies to starting of the class day. A thirty minute lunch break shall be taken when a student attends a (6) six hour class day or more. If you are attending less than a (6) six hour class day and desire to take a lunch break (30 minutes), then a half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom.

## **STUDENT OPERATIONS CARD POLICY**

Each student is required to complete a minimum number of technical and practical hours as mandated by the California Board of Barbering and Cosmetology. Students must maintain and record all technical and practical work completed on their operations card. Each operation is certified completed by an instructor. At the completion of the day, your operation card is prepared from the current weekly operation card. The daily operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly operations card. The operations card must be signed by the students and the instructor daily.

Operations cards reflect the students' daily and weekly record of technical and practical operations. It is important that all of your operations are recorded properly and accurately. The Academy officials must be able to read your operations card so that the operations are transferred correctly to the roster. Only black ink pen may be used on student's operations card. No other color ink neither white out may be used.

**The operations cards are the property of the school and must remain in the school at all times.** After clocking in you are required to maintain applied effort, maintain personal grooming, remain inside the Academy, refrain from reading material not related to your training and activity not related to your training is not tolerated. If this occurs you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination from the Academy.

## **OPERATIONS CARD CREDIT**

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

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the operations card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portions of the operations card concerning practical operations are to be applied efforts of the students as they manually perform practical subjects.

## **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

**Standards:** This institution expects its regular students to maintain Satisfactory Academic Progress (SAP). The Satisfactory Academic Policy is consistently applied to all students enrolled in the Academy. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. In order to maintain SAP as established by this institution under the guidelines of the United States Department of Education and the National Accrediting Commission of Career Arts and Sciences (NACCAS), all students enrolled in all programs and schedules must:

1. Qualitative - Maintain a cumulative academic average of "C" or better on all theory classes/tests and practical grades obtained on hands-on practical exams, and other required course work at the end of each of the evaluation period. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the practical operation is reflected as completed 100% of the requirement). If the performance does not meet satisfactory requirements/completion, it is not counted and the performance must be repeated. Students will complete a comprehensive practical Mock Board exam at the end of each evaluation period. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up failed or missed tests and incomplete assignments.
2. Quantitative - Maintain a cumulative average attendance level (pace rate) of at least two-thirds (2/3 or 67%). Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of the evaluation period, the Academy will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum timeframe allowed.
3. Maximum time frame - Complete the course within a maximum time frame of one and one – half (1 ½) times the length of the course as stated in the enrollment agreement. For example: if the student has contracted to complete the course within 44 weeks (including grace time for absences), he or she must complete them within 66 weeks.
4. Meeting SAP requirements - Students must meet both of the minimum requirements for pace rate (attendance) **and** academic grades at any evaluation point to be considered making Satisfactory Progress until the next evaluation period.

**Evaluation Periods:** Evaluations at the end of each evaluation period will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Student receiving aid from Title IV Aid Programs must be in compliance with the Satisfactory Academic Progress Policy at the end of each evaluation period of the course. An evaluation period is at least half of the academic year in instructional weeks or clock hours, semester credits, trimester credits or quarter credits. Both instructional weeks must have elapsed and credit/clock hours must have been completed in order for the payment period to be considered completed. All students are evaluated at the following periods:

Course	1 <sup>st</sup> Evaluation	2 <sup>nd</sup> Evaluation	3 <sup>rd</sup> Evaluation
Requirements	Actual Hours	Actual Hours	Actual Hours
Cosmetology	450	900	1000
Cosmetology-Distance Education Hybrid	450	900	1000
Barber	450	900	1000
Esthetician	300	600	N/A
Esthetician-Distance Education Hybrid	300	600	N/A
Cosmetology Instructor – Trainee	300	600	N/A
Manicurist	200	400	N/A
Barbering Cross-Over (for Cosmetologists)	100	200	N/A

\*Transfer Students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

## **GRADING SYSTEM**

Students are evaluated on a regular basis on theory, practical, and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade for both quantitative (clock hours) and qualitative academic (theory and practical). When applicable, all assessment conducted via Distant Education used for calculating a student’s GPA are proctored by a qualified instructor via live video conferencing. The Academy evaluates the student’s qualitative academic performance (theory and practical) for each 10% of the Distance Education component completed within the applicable program at the Academy (in person) by a qualified instructor.

Evaluation forms are issued to the students at the end of the evaluation period. This evaluation form reflects the overall attendance and academic progress of the student. Students with accepted transfer hours from another institution will be counted as both attempted and earned hours for the purpose of determining the allowable maximum time frame has been exhausted.

SAP evaluations are based on actual contracted hours at the institution. Students must maintain a “C” (75%) average to maintain satisfactory academic status.

The system detailed below is utilized in the Academy:

### **Academic & Practical Grading**

100%-90%	A (Excellent)
89%-80%	B (Above Average)
79%-75%	C (Average)
74%-60%	D (Below Average)
Below 60%	F (Fail)

**Academic Progress:** Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next evaluation. Students are advised of their Satisfactory Academic Progress determination at the time of each evaluation in their Student Evaluation Report Card. Students sign in acknowledgment of their academic progress and estimated additional training time (overtime) charges. The Student Evaluation Report Card is maintained in the administrative office. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Students receiving Title IV Aid Programs will be eligible for financial aid funds for one subsequent evaluation period.

**Warning:** Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period will be placed on warning and considered to be making satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, the student may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

**Probation:** Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for Satisfactory Academic Progress or by the

academic plan, the student will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

**Re-Establishment of Satisfactory Academic Progress:** Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

**Interruptions, Course Incompletes, Withdrawals:** If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Course incompletes, repetitions and non – credit remedial courses are not applicable to this institution's form of instruction. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

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

## **LEAVE of ABSENCE**

Occasionally, students may experience extended personal, medical, or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program up to 180 days in any 12-month period. A longer six months leave request must be accompanied by a doctor's statement stating the reason and anticipated period of absence. Leave of Absence must be requested in writing by the student, include the reason for the student request, and include the student's signature. The Academy must have a reasonable expectation that the student will return from the LOA based on the circumstances of the request. If in the case of unforeseen circumstances prevents the student from requesting an LOA in advance, the student must provide supporting medical documentation (ex. car accident) to the Academy and the LOA request form will be filled out at the time of return. The date of leave will be taken from the date when the student was unable to attend because of the accident (as documented by doctor). The date of leave (last day of attendance) and date of return must be stated on the form prior to the Director approving the Leave of Absence. Do not request a Leave of Absence unless you absolutely need one. Under no circumstances can the school grant more than a single Leave of Absence within a 12 month period. Students on a Leave of Absence will not be assessed any additional tuition charges. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at this time. Students returning from an authorized Leave of Absence will retain all credit for clock hours and work projects completed. The student will be returned to the academic progress standing they held prior to the start of the leave. It is the responsibility of the student to meet with the instructor to get missed assignments during the absence or upon return. In addition, the students' original scheduled completion date will be extended the same number of days taken in the LOA. An addendum to the enrollment agreement will be signed and dated by all parties. Students who fail to return from a Leave of Absence will be considered withdrawn. The withdrawal date for the purpose of calculating a refund is always student's last day of attendance. The refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies within 45 days.

## **ATTENDANCE STATUS**

Full time students are required to be enrolled to attend a minimum of 24 hours per week. Half time enrollment requires a minimum of 20 hours per week. Part time enrollment is defined as more than 20 but less than 24 hours per week. Less than 20 hours per week is less than half time. A full-time student attending is expected to complete 900 clock hours in a period not less than 26 weeks. A part-time student or less than ½ time enrollment is calculated based of the student work load in a payment period. Students must attend a minimum of 67% of the cumulative scheduled hours to maintain satisfactory progress and complete the course within the time allowed.

\*Policy applies to Distance Learning.

## **TARDINESS**

All students must report tardiness by 8:15 a.m (day schedule) or 5:45 p.m. (night schedule). A student who is 'tardy' arrives at and after 8:39 a.m. or at or after 6:09 p.m. A 'tardy' student cannot stay and will be sent home. No unexcused tardy student will be allowed to stay unless they can provide a verifiable document. Student who has verifiable documentation (ex. doctor's note, court paper, ect.) must notify Academy before the date and provide documentation for tardiness. \*Policy applies to Distance Learning.

## **STUDENT ABSENCES**

All absences must be called in to the Academy's Director Office before 8:15 a.m. (day schedule) or 5:45 p.m. (night schedule). Absence must have verifiable documentation (doctors' note, court documents, etc.) or a written note from student. \*Policy applies to Distance Learning.

## **MAKE-UP WORK**

All assignments, tests, and homework may be made up. Students who are absent, whether excused or unexcused, must get class handouts, notes, and materials on the following day. Instructors will provide class handouts, notes, and other materials and monitor student progress for proficiency. \*Policy applies to Distance Learning.

## **CONDUCT**

Students must comply with all instructions, directions, policies, etc., given by personnel relative to student activities. Insubordination will not be tolerated. Students are expected to conduct themselves in a manner appropriate to a professional work environment. They are at all times required to follow the rules of conduct given to them. If a student's conduct is determined inappropriate by their instructor or other faculty member they will be warned about their conduct and improvement will be expected. If the inappropriate conduct continues, the student shall be terminated by the program.

**The Academy will not tolerate the use of drugs or alcohol at any time.**

## **TERMINATION**

Any student absent more than two weeks without notifying the Director will be terminated. There are various violations that will result in termination of a student from the Academy. Students at Beyond 21<sup>st</sup> Century Beauty Academy are always expected to follow the rules of conduct and be a positive influence on other students around them. If they are unable to do this, they will be terminated from the Academy. If a student is terminated from the Academy, they have the right to an appeal. This appeal must be in writing addressed to the Campus Supervisor requesting that their case be reevaluated and discuss the changes that have been made to solve the problem that caused the termination. At the discretion of the Supervisor, the student may be readmitted. If not, they will be unable to continue training at Beyond 21<sup>st</sup> Century Beauty Academy.

Any students involved in theft of any kind, partaking of drugs or alcohol will be terminated immediately and turned over to the proper authorities. Students will conduct themselves in a courteous, efficient, and professional manner at all times. Insubordination is cause for termination. Students will maintain high moral standards and high standards of appearance and attitude at all times. Review and evaluations will be frequent and will be documented by both the supervisor and the student. They are available for review by students over 18 years of age or by parents/guardians upon request. A student may be terminated for violation of any of the school rules. A student may be terminated for failure to maintain satisfactory academic progress. At the Academy's sole discretion, the Academy reserves the right to terminate a student if the student's continued attendance would not be in the best interests of the Academy and or the student body. Students, who wish to pay their own way through school, will be assisted to develop a personal payment program tailored to their individual needs and financial capabilities.

## **UNIFORMS**

1. No student will be allowed to remain in the school without the proper uniform.
2. School uniform must be worn at all times while clocked in.
3. Black tennis shoes must be worn on all days
4. Uniform must be all white Tuesday, all purple on Wednesday and Thursday and all black on Friday. Professional salon dress on Saturday. Any professional attire may be worn and is evaluated at the discretion of the Instructor. No jeans, open toe shoes, distracting, offensive attire. Black tennis shoes must be worn on all days.

### **Barber Uniforms**

1. No student will be allowed to remain in the school without the proper uniform.
2. School uniform must be worn at all times while clocked in.
3. Black uniforms and black tennis shoes must be worn Tuesday thru Saturday

## **LIBRARY POLICY and PROCEDURE**

Books, videos, and any other educational material may be checked out by presenting your weekly time card for day use or your California driver's license or State issued identification card to your instructor to hold until you returned the equipment. If there is a need to borrow any books for use away from the school, prior arrangements must be made with the school Director.

No videos are to be taken from the school premises.

## **TOOLS and EQUIPMENT**

Students will insure that all property of the school remains on the premises at all times. All equipment and class materials (binder and books) must be brought to school every day.

## **APPLIED EFFORT**

1. Students must maintain at least a “C” average in order to graduate. Students must apply themselves with classes, study and practice while clocked in and have activity recorded on time cards.
2. Under no circumstances may one student clock in or out for another student. This will result in suspension and/or withdrawal.
3. Any student clocked in over six hours must clock out for half hour lunch.

## **VISITORS**

No visitors will be permitted in the Academy except at the discretion of the supervisor. Persons dropping off or picking up a student are to wait outside of the Academy.

## **CAREERS in BEAUTY**

Mastering the art of these careers will qualify you to specialize in hair styling and designing, coloring, permanent waving, trichology, skin care, make – up, manicuring, salon management, instructing and platform artistry. In choosing beauty as a career, you are assured of a rewarding, creative, and innovative future by using our talents to reach and achieve your highest goals.

## **WHY SELECT THIS CAREER**

Many careers become obsolete with the changing times. However, this diverse industry continues to grow and expand and has become the fourth largest career field in the country. The service field is now the biggest growth area of our economy.

## **SALARIES**

A beginning careerist in the beauty industry can realize a comfortable income and the professional with more experience can increase his/her salary substantially. Although the beauty professions are artistic and challenging career in which one’s talent can be nourished and expanded, it is attitude and desired which are most important for success. Dependability and ability to interpret a client’s desires are most important, and these traits should be emphasized.

## **GRIEVANCE PROCEDURE**

A student or member of the public may file a complaint anytime about this institution with the following:

BUREAU FOR PRIVATE POSTSECONDARY  
EDUCATION (BPPE)  
1747 N. Market Blvd. Ste 225  
SACRAMENTO, CA 95834  
Toll Free: (888) 370-7589  
Direct Line: (916) 574-8900  
Fax (916) 263-1897

Or, by completing a complaint form obtained  
on The Bureau’s Internet website:  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

BOARD OF BARBERING AND COSMETOLOGY (BBC)  
2420 DEL PASO ROAD, SUITE 100  
SACRAMENTO, CA 95834  
TELEPHONE: (800) 952-5210  
[www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

NATIONAL ACCREDITING COMMISSION  
OF CAREER ARTS AND SCIENCES  
(NACCAS)  
33015 Colvin Street  
ALEXANDRIA, VA 22314  
TELEPHONE: (703) 600-7600  
[www.naccas.org](http://www.naccas.org)

## **COMPLAINTS**

All complaints will be taken seriously. They are to be addressed first to your Instructor in a calm and courteous manner. If the matter is not resolved, it should then be taken directly to the school owner.

If the student feels that the complaint is of a serious nature, it should be put in writing and submitted to your instructor and the school owner. It needs only to be hand written neatly enough to be legible. Please detail the exact nature of the problem, citing specific concerns. The complaint will then be resolved within five days from receipt of the form.

## **TUITION POLICIES and FEES SCHEDULE**

<u>Course</u>	<u>1<sup>st</sup> Payment Period</u>	<u>2<sup>nd</sup> Payment Period</u>	<u>3<sup>rd</sup> Payment Period</u>	<u>4<sup>th</sup> Payment Period</u>	<u>Total</u>
<b>Cosmetology</b>					
Tuition (refundable)	7,353.00	7,353.00	1,634.00	-	16,340.00
Registration Fee (non-refundable)	33.75	33.75	-	-	75.00
Supplies	495.00	495.00	-	-	1,100.00

(non-refundable) STRF	-	-	-	-	0
(non-refundable) <b>TOTAL</b>					<b>\$17,515.00</b>

**Cosmetology – Distance Education Hybrid**

Tuition (refundable)	7,353.00	7,353.00	1,634.00	-	16,340.00
Registration Fee (non-refundable)	33.75	33.75	-	-	75.00
Supplies (non-refundable)	495.00	495.00	-	-	1,100.00
STRF (non-refundable)	-	-	-	-	0
<b>TOTAL</b>					<b>\$17,515.00</b>

**Barbering**

Tuition (refundable)	7,353.00	7,353.00	1,634.00	-	16,340.00
Registration Fee (non-refundable)	33.75	33.75	-	-	75.00
Supplies (non-refundable)	495.00	495.00	-	-	1,100.00
STRF (non-refundable)	-	-	-	-	0
<b>TOTAL</b>					<b>\$17,515.00</b>

**Manicuring**

Tuition (refundable)	2,340.00	2,340.00	-	-	4,680.00
Registration Fee (non-refundable)	37.50	37.50	-	-	75.00
Supplies (non-refundable)	412.50	412.50	-	-	825.00
STRF (non-refundable)	-	-	-	-	0
<b>TOTAL</b>					<b>\$5,580.00</b>

**Esthetician**

Tuition (refundable)	4,902.00	4,902.00	-	-	9,804.00
Registration Fee (non-refundable)	37.50	37.50	-	-	75.00
Supplies (non-refundable)	650.00	650.00	-	-	1,300.00
STRF (non-refundable)	-	-	-	-	0
<b>TOTAL</b>					<b>\$11,179.00</b>

**Esthetician – Distance Education Hybrid**

Tuition (refundable)	4,902.00	4,902.00	-	-	9,804.00
Registration Fee (non-refundable)	37.50	37.50	-	-	75.00
Supplies (non-refundable)	650.00	650.00	-	-	1,300.00
STRF (non-refundable)	-	-	-	-	0
<b>TOTAL</b>					<b>\$11,179.00</b>

**Cosmetology Instructor Trainee**

Tuition (refundable)	2,070.00	2,070.00	-	-	4,140.00
Registration Fee (non-refundable)	75.00	-	-	-	75.00
Supplies (non-refundable)	675.00	-	-	-	675.00
STRF (non-refundable)	-	-	-	-	0
<b>TOTAL</b>					<b>\$4,890.00</b>

**Barbering Cross-Over (for Cosmetologists)**

Tuition (refundable)	690.00	690.00	-	-	1,380.00
Registration Fee (non-refundable)	37.50	37.50	-	-	75.00
Supplies (non-refundable)	900.00	-	-	-	900.00
STRF (non-refundable)	-	-	-	-	0
<b>TOTAL</b>					<b>\$2,355.00</b>

Additional Instruction Charges: Students are expected to complete within the time allowed as specified in the Enrollment Agreement. A grace period of two weeks (14 days) will be given to graduating student to complete course hours and assignments. The hourly charge (see below) applicable to enrolled course will be charged for additional instruction (if needed) pass the said grace period. An addendum to the enrollment contract will reflect the hours to complete and the rate per hour as follows: (equipment received and accepted by the student is NOT REFUNDABLE.

Cosmetology	\$16.34
Cosmetology – Distance Education Hybrid	\$16.34
Barbering	\$16.34
Barbering Cross-Over (for Cosmetologists)	\$6.90
Manicuring	\$11.70
Esthetician	\$16.34
Esthetician – Distance Education Hybrid	\$16.34
Cosmetology Instructor Trainee	\$6.90

There is no additional charge associated with the verification of student identity.

**Method of Payment:** Financial Aid available for those who qualify to cover educational expenses. Students who wish to pay their own way through school, will be assisted to develop a personal payment program tailored to their individual needs and financial capabilities. Students are expected to contribute from their own family resources toward the student’s cost of attendance. Financial aid may be in the form of grants (no repayment required) or student loans (must be repaid). It is the policy of the academy to request from the student whenever possible, to contribute toward their school charges by making monthly or weekly installments in accordance to their means. It is also our policy to discourage students from borrowing loan funds unless is necessary. All estimates of available funds from financial aid will be first used to cover institutional charges; if funds are available, they will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The entire educational expenses need to be included in planning the student’s ability to meet those expenses. The Academy accepts cash, credit/debit, cashier check, and Title IV monies. All charges must be paid in full before graduation. All institutional charges must be paid in full before credits/hours may be released. Unpaid credits will be retained by the institution until payment in full is complete. Full payment of all institutional charges is a graduation requirement.

All tuition and fees are due on payable in advance unless other arrangements have been made prior to the commencement of class. A student who completes the program earlier than the estimated time frame stated in the contract, the student’s financial aid package may be recalculated, and it may result in liabilities owed by the student and/or the institution, if applicable. **THE ACADEMY RESERVES THE RIGHT TO CHANGE THE TUITION FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. SCHOLARSHIPS:** At this time our Academy does not award any institutional scholarship incentives. Any change will not affect attending students.

**IF YOU GET A STUDENT LOAN YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT (net amount stated on the first page of this agreement) PLUS ANY LOAN FEES AND INTEREST ACCRUED ON THE LOAN, 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 money not paid from federal financial aid funds.**

**STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the seventh day after enrollment (**seven days from date when enrollment agreement was signed**), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance. If you cancel the agreement, the school will refund any money that you paid.

**Refund Policy:** After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student.

A registration fee of \$ **75.00** is a **non-refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable.

If you withdraw from school after the cancellation period, the refund policy will apply. 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 student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

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

The date you notify the <b>Financial Aid Office</b> of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

**Return of Title IV:** Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

**Student Tuition Recovery Fund:** "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." (b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: "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 N. 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. 3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as

to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure. 4. The institution has been ordered to pay a refund by the Bureau but has failed to do so. 5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs. 6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution. 7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.” Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

**Refunds:** If any refunds are due based on the Return of Title IV calculation **or** based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 3 Perkins Loans, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant, 9 Federal SEOG, 10. Other. This order would apply in accordance to the aid programs available at the institution. **Course Cancellation:** If a course is canceled subsequent to a student’s enrollment and before instruction in the course has begun, the school shall at its option: 1 Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood. **School Closure:** If the school closes subsequent to a student’s enrollment and before instruction in the course has begun, the school shall at its option:

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

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

The transferability of credits you earn at **Beyond 21<sup>st</sup> Century Beauty Academy** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **diploma** you earned Cosmetology, Barbering, Manicuring, Esthetician, Cosmetology Instructor Trainee, is also at the complete discretion of the institution to which you may seek to transfer. If the **diploma** that you earned at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at the institution you are transferring. 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 **Beyond 21<sup>st</sup> Century Beauty Academy** to determine if your credits or **diploma** will transfer.

**Placement:** This school does not guarantee placement. However, limited job placement assistance by providing referrals to graduates is available.

The Academy does not provide in-resident housing, charge assessment fees for transfer of credits, or fees to transfer credits. Tutoring is available as needed.

### **ACADEMY RULES AND REGULATIONS**

We are pleased you have chosen our school and will serve to make the learning process enjoyable. The following set of rules and regulations have been designed to help ensure your success, and define the areas of obligation to which both the student and Staff must adhere.

#### **ATTENDANCE POLICY**

- School hours are Tuesday, Wednesday, Thursday, and Friday 8:30 a.m. to 4:00 p.m., and Saturday 8:30 a.m. to 5:00 p.m., and Tuesday through Thursday 6:00 p.m. to 10:00 p.m.
- All students must attend school according to their contract. Satisfactory progress must be maintained to ensure continuity of education.
- No Saturday absenteeism is allowed except under emergencies substantiated by verifiable documentation. In case of illness or emergency on any day, the student must call in the school supervisor to report his/her absence before 8:15 a.m. that morning.
- Students must attend on their scheduled evaluation mock board exams. Any student absent (unexcused) will be suspended for one day.

#### **LEAVE of ABSENSE**

- A leave of absence request is necessary if the student is going to miss more than 15 days of school. Please refer to page 11.

#### **OPERATIONS CARDS**

- Under no circumstances are student operations cards to be removed from the school. The operations cards are used to accumulate the required operations for the completion of the course. It is the responsibility of the student to see that their operations card is completed and accurate and turned in to the office at the end of each week.
- Operation cards must be kept at school and available for inspection at all times.

## **CLOCK HOURS**

- All accumulated hours must be documented by clock in and out times.
- No less than one hour or more than eight hours a day will be accepted unless authorized. An extra half hour will be allowed only if working on a client. The supervisor must verify any extra time.
- Student must clock in and be in theory class not later than 8:38 a.m. or 6:08 p.m. for evening classes. See Tardy Rules section.
- Students are not to be excused from scheduled classes to work in the lab.
- Under no circumstances shall student clock in or out another student, this may call for withdrawal.
- No student is to leave the building unless clock out. Lunch break 30 minutes. Breaks 15 minutes for students attending every 4 hours.
- Students will take lunch between 12:30 a.m. and 1:00 p.m., and must be cleared by receptionist at the desk. Student should report to an Instructor if they have not had lunch by 1:30 p.m.

## **UNIFORMS (DRESS CODE) see UNIFORMS on pg. 12**

- No student will be allowed to remain in school without the proper uniform. School Uniform and tennis shoes must be clean, neat, and must be worn at all times clocked in.
- Only all black tennis shoes must be worn at all times.
- No high heels allowed (shoes with heel).
- Students are encouraged to look as professionals while being students. Every student is required to wear makeup.
- Cosmetology students are freshmen for 450 hours. Barbers are freshmen for 450 hours. Manicuring students are freshman for 100 hours. Esthetician students are freshman for 150 hours.
- Rigid adherence to the rules of sanitation and hygiene are required at all times.
- Beauty needs are to be done on the student's own time.
- No hats allowed.

## **PERSONAL CONDUCT**

- Freshmen student must stay in the freshmen area class until Instructor evaluates the ability of the student to perform services on the public. A minimum of 10% of operations must be completed as well as procedures for each subject.
- SMOKING – No smoking is allowed in the building.
- Students are responsible for the return of school equipment and material furnished by the school for consumer services. A student must give their operations card to the instructor who will then give the necessary equipment and supplies to the student. Upon return of loaned items the operations card will be returned. Do not allow another student to “borrow” loaned items. You are responsible for their return.
- When work is assigned, no student shall re-assign the service. If you have a personal reason for not being able to so the service tell the Instructor. The Instructor will determine the validity and may re-assign the work.
- Never refuse a customer in front of the customer or say “This is my first time”. Take the client to your station, and then excuse yourself and go to the Instructor for help. Any student who refuses customer service will be sent home.
- If there is a disagreement with a client, do not argue or become upset. Go get an Instructor to mediate.
- Eating or drinking in working area is not allowed. There is a lunch area. Chewing gum is not allowed on campus.
- Please confine eating and drinking to the specified areas. Clean up after yourself. Under no circumstances will anyone who is under the influences of either alcohol or drugs be allowed on or in school premises.
- There are no personal phone calls allowed either while in class or working on a client.
- Should your family need to contact you in an extreme emergency, they may call the school.
- No student allowed behind the reception desk.
- Abusive language by a student is not allowed.
- Visitors are not allowed in the school or on the school property without the permission of the school Director. Violation of this rule is grounds for termination. Persons picking up or dropping off students are to wait outside the school.
- All personal services must be approved with Instructor and service with a patron comes first.
- Students must keep work station clean and sanitary at all times.
- No student may leave a patron while doing a chemical service, except in an extreme and is excused by an Instructor.
- Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
- Students will pay in advance for supplies on personal services such as chemicals, perms, hair coloring, chemical relaxers etc.

- Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
- Students have the privilege at all times to consult the management on personal problems.
- The Academy positively reserves the right to suspend or expel a student who gossips, uses vulgar language, participates in any inappropriate or disrespectful behavior (including, but not limited to invited or uninvited touching, kissing, hugging, etc.), or causes discord.
- All students will be expected to maintain an average of 75% in their technical and in all practical subjects. Warning/Probationary status will result in case of failure to do so.
- Only product furnished by the Academy may be used unless otherwise approved by the Supervisor.
- Students are to park only in the area designated by the Academy. The Supervisor will show you the parking area and where to park during orientation class.
- Student must comply with Academy policy and State Rules and Regulations.
- Due to absences, all assignments, tests and homework may be made up. Any deviation from the policy must in writing from the office and signed by a member of the administrative staff.
- Notify office immediately of any address or telephone changes.
- Students absent more than two weeks without notifying the Director will be terminated. See the Termination Rule section. These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a Cosmetologist, Barber, Manicurist, Esthetician or Cosmetology Instructor. Violation of school rules may result in suspension or termination.
- Soiled towels are not allowed to be left in the work area.
- The floor must be swept immediately after cutting hair.
- Only English language must be spoken while working on patrons.
- All operations must be checked and signed for by an Instructor upon completion in order to receive credit.
- All students should be aware that, during their course, there will be additional costs in order to continue their training. It is the student responsibility to replace items lost, stolen, or used up that originally came in their kit. Students must also supply their own paper, pencil, shaving cream.
- NO CELLULAR PHONES OR ELECTRONIC DEVICES ALLOWED IN THE ACADEMY. Students found with cellular phone/electronic device in their possession (hand or pocket) will be confiscated and returned at the end of the school day.
- Full time senior students must perform at least six complete operations per day. Part time senior students must perform at least three complete operations per day.
- Clean-up is required of all students.

#### STUDENTS PRODUCT PRICE LIST

Perms - \$7.50 each and up  
 Tints - \$7.00 each and up  
 Bleach - \$9.50 each and up  
 Highlights - \$15.00 and up  
 Waxing - \$3.00

#### GRADUATION CEREMONY

- The graduation ceremony provided by **Beyond 21<sup>st</sup> Century Beauty Academy** is a PRIVILEGE. Any student not following school policies and regulations will be subject to not participating in the ceremony. The diploma will be mailed within seven working days after completion of hours.

**ALL STUDENTS SERVING THE PUBLIC MUST BE COURTEOUS AND PLEASANT.**

**REMEMBER, THESE RULES ARE TO MAKE THE INDIVIDUAL STUDENTS LOOK AND BE PROFESSIONAL.**

**THE PURPOSE OF THIS TRAINING IS TO PREPARE THE STUDENT TO BE SUCCESSFULL IN THE JOB MARKET.**

#### CLASS SCHEDULE

- 1.) Classes start every Tuesday
- 2.) Full Time Tuesday – Saturday 8:30 a.m. to 4:00 p.m.
- 3.) Part Time Tuesday – Saturday 8:30 a.m. to 12:30 p.m.
- 4.) Part Time Tuesday – Thursday 6:00 p.m. to 10:00 p.m. Saturday 8:30 a.m. to 5:00 p.m.

#### **DETAILED SCHEDULE:**

Full Time –  
 a.m. 15 min break  
 p.m. 15 min break

Lunch time may vary

## COSMETOLOGY CURRICULUM DESCRIPTION

### BEYOND 21<sup>ST</sup> CENTURY BEAUTY ACADEMY COURSE OUTLINE

#### COSMETOLOGY 1000 HOURS, CIP code # 12.0401, SOC code # 39-5012

Full Time (30 hours per week) – 8 mos., Part Time (20 hours per week) – 12.5 mos.

#### COURSE DESCRIPTION/CURRICULUM

Completing 1000 clock hours of applied effort and the following technical and operational requirements, a student will have learned the art and science of cosmetology and be qualified as a hair stylist, permanent wave, coloring, make-up, skin care or manicuring specialist. This career-oriented educational program is designed for individuals who are interested in a professional level position. Entire course is taught in English.

#### COURSE PURPOSE/GOALS

The student will learn: areas of haircare (including haircutting, haircoloring, texture services, thermal and wet hairstyling, nail care services, and skincare services). Knowledge of California State Board Rules and Regulations, laws, and other administrative requirements of Cosmetology professional salon management, and career development/resume development, interview preparation, job search skills/professionalism. Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Cosmetology and principles of hair design and styling, hair goods, scientific skin care, hair change and hair color. Demonstrations by students that they have met all the State Board objectives prescribed for the course preparatory to State licensure examinations. Learn skills needed to help seek employment as a Cosmetologist.

#### COURSE MATERIALS

- Milady Cosmetology Textbook Hardcover ISBN-13: 9781285769417
- Milady Cosmetology Theory Workbook ISBN-13: 9781285769462
- Milady Cosmetology Exam Review ISBN-13: 9781285769554
- Instructor's handouts

#### MAJOR SEGMENTS of COURSE CONTENT

	Clock Hours Devoted to Theory Instruction	Clock Hours Devoted to Practical Instruction
<b>Health and Safety/ Board Approved Health &amp; Safety Course:</b>		
[2103] HEALTH AND SAFETY/BOARD APPROVED HEALTH & SAFETY COURSE	90	10
<b>Disinfection and Sanitation:</b>		
[2105] DISINFECTION AND SANITATION	50	50
<b>Chemical Hair Services:</b>		
[2113] HAIRCOLORING	20	30
[2114] BLEACHING	20	30
[2110] PERMANENT WAVING	20	30
[2111] CHEMICAL STRAIGHTENING	20	30
<b>Hairstyling Services:</b>		
[2107] WET HAIR STYLING	10	40
[2108] THERMAL STYLING	10	40
[2109] PRESS AND CURL	5	20
[2112] HAIRCUTTING	15	50
[2115] SCALP AND HAIR TREATMENTS	5	5
<b>Skin Care Services:</b>		
[2116] MANUAL FACIAL	15	30
[2117] ELECTRICAL FACIAL	15	30
[2118] CHEMICAL FACIAL	15	30

[2120] MAKEUP	5	10
<b>Hair Removal and Lash and Brow Services:</b>		
[2119] EYEBROW ARCHING AND HAIR REMOVAL/LASH AND BROW SERVICES	25	25
<b>Manicure and Pedicure Services:</b>		
[2121] WATER AND OIL MANICURE	5	10
[2122] COMPLETE PEDICURE	5	10
[2123] ACRYLIC: LIQUID AND POWDER BRUSH-ONS	5	25
[2124] ARTIFICIAL NAIL TIPS	5	25
[2125] NAIL WRAPS AND REPAIRS	5	5
<b>Additional Training:</b>		
[2126] SALON BUSINESS/MANAGEMENT/MARKETING AND CAREER SKILLS	75	25

#### FORMAT/METHODS EMPLOYED

Our instructional strategies are designed to meet the needs of varied learners. Instructors consider a student's kinesthetic, visual, auditory and tactile learning modalities.

Instructors are trained to utilize varied methodologies to teach:

#### On-Campus/In-Person:

- Examples include in-person demonstrations of practical procedures, group assignments, simulated Mock State Board quizzes/examinations, etc.
- Under supervision of the instructor, students will be able to transfer concepts of their practical demonstrations with clients.

#### GRADING

Students are evaluated on a regular basis on theory, practical, and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade for both quantitative (clock hours earned) and qualitative academic (theory and practical).

Evaluation forms are issued to the students at the end of the evaluation period. This evaluation form reflects the overall attendance and academic progress of the student.

SAP evaluations are based on actual contracted hours at the institution. Students must maintain a "C" (75%) average to maintain satisfactory academic status.

The system detailed below is utilized in the Academy:

#### Academic & Practical Grading

100%-90%	A (Excellent)
89%-80%	B (Above Average)
79%-75%	C (Average)
74%-60%	D (Below Average)
Below 60%	F (Fail)

The course of Cosmetology can lead to a career field requiring licensure in California.

Potential occupations after completion: Hair Stylist, Product Representative, Company Demonstrator and Cosmetology Instructor

**COSMETOLOGY (State Board License Information) – CALIFORNIA BOARD OF BARBERING AND COSMETOLOGY EXAM QUALIFICATIONS:** The board shall admit to examination for a license as a cosmetologist to practice cosmetology any person who has made application to the board in proper form and timeliness and paid the required fee. State Board related testing questions may be directed to the Campus Director and our Administrative Office. Applicants who do not provide acceptable documentation, arrive late or miss their scheduled examination may be required to pay additional fees to the State Board in order to re-test. Testing related qualifications are as follow:

- a) The applicant 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)

Has done any of the following:

- 1) Completed a course in cosmetology from a school approved by the board.

2) Practiced cosmetology outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1) of this subdivision.

3) Holds a license as a barber in this state and has completed a cosmetology crossover course in a school approved by the board.

4) Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board.

5) Completed the apprenticeship program in cosmetology specified in article 4(commencing with Section &7332).

Reason for deny an application for licensure under Section 480:

a) A board may deny a license regulated by this code on the grounds that the applicant has of the following:

1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.

2) Done any act involving dishonesty, fraud or deceit with intent to substantially benefit himself or another, or substantially injure another; or

3) Done any act which if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.

b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license.

c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

## **COSMETOLOGY – DISTANCE EDUCATION HYBRID CURRICULUM DESCRIPTION**

### **BEYOND 21<sup>ST</sup> CENTURY BEAUTY ACADEMY COURSE OUTLINE**

#### **COSMETOLOGY – DISTANCE EDUCATION HYBRID 1000 HOURS, CIP code # 12.0401, SOC code # 39-5012**

Full Time (30 hours per week) – 8 mos., Part Time (20 hours per week) – 12.5 mos.

#### **COURSE DESCRIPTION/CURRICULUM**

Completing 1000 hours of applied effort and the following technical and operational requirements, a student will have learned the art and science of cosmetology and be qualified as a hair stylist, permanent wave, coloring, make-up, skin care or manicuring specialist. This career-oriented educational program is designed for men and women who are interested in a professional level position. Entire course is taught in English. A portion of the course is completed in distance learning (50% of course length). Student conduct, school policies and procedures apply during distance learning. There is no additional charge associated with the verification of student identity.

#### **COURSE PURPOSE/GOALS**

The student will learn: areas of haircare (including haircutting, haircoloring, texture services, thermal and wet hairstyling, nail care services, and skincare services). Knowledge of California State Board Rules and Regulations, laws, and other administrative requirements of cosmetology professional salon management, and career development/resume development, interview preparation, job search skills/professionalism.

Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Cosmetology and principles of hair design and styling, hair goods, scientific skin care, hair change and hair color.

Demonstrations by students that they have met all of the State behavioral objectives prescribe for the course preparatory to State licensure examinations.

Learn skills needed to help seek employment as a cosmetologist

#### **COURSE MATERIALS**

- Milady Cosmetology CIMA Package ISBN: 9798214361284
- Milady Cosmetology Textbook Hardcover ISBN:9781285769417
- Milady Cosmetology Theory Workbook ISBN: 9781285769462

- Milady Cosmetology Exam Review ISBN-13: 9781285769554
- Instructor's handouts

## **MAJOR SEGMENTS of COURSE CONTENT**

	Clock Hours Devoted to Theory Instruction (hrs. delivered via Distance Education)	Clock Hours Devoted to Practical Instruction (hrs. delivered via Distance Education)
<b>Health and Safety/ Board Approved Health &amp; Safety Course:</b>		
[2103] HEALTH AND SAFETY/BOARD APPROVED HEALTH & SAFETY COURSE	90 (YES-90)	10 (YES-10)
<b>Disinfection and Sanitation:</b>		
[2105] DISINFECTION AND SANITATION	50 (YES-50)	50
<b>Chemical Hair Services:</b>		
[2113] HAIRCOLORING	20 (YES-20)	30
[2114] BLEACHING	20 (YES-20)	30
[2110] PERMANENT WAVING	20 (YES-20)	30
[2111] CHEMICAL STRAIGHTENING	20 (YES-20)	30
<b>Hairstyling Services:</b>		
[2107] WET HAIR STYLING	10 (YES-10)	40
[2108] THERMAL STYLING	10 (YES-10)	40
[2109] PRESS AND CURL	5 (YES-5)	20
[2112] HAIRCUTTING	15 (YES-15)	50
[2115] SCALP AND HAIR TREATMENTS	5 (YES-5)	5
<b>Skin Care Services:</b>		
[2116] MANUAL FACIAL	15 (YES-15)	30
[2117] ELECTRICAL FACIAL	15 (YES-15)	30
[2118] CHEMICAL FACIAL	15 (YES-15)	30
[2120] MAKEUP	5 (YES-5)	10
<b>Hair Removal and Lash and Brow Services:</b>		
[2119] EYEBROW ARCHING AND HAIR REMOVAL/LASH AND BROW SERVICES	25 (YES-25)	25
<b>Manicure and Pedicure Services:</b>		
[2121] WATER AND OIL MANICURE	5 (YES-5)	10
[2122] COMPLETE PEDICURE	5 (YES-5)	10
[2123] ACRYLIC: LIQUID AND POWDER BRUSH-ONS	5 (YES-5)	25 (YES-10)
[2124] ARTIFICIAL NAIL TIPS	5 (YES-5)	25 (YES-10)
[2125] NAIL WRAPS AND REPAIRS	5 (YES-5)	5 (YES-5)
<b>Additional Training:</b>		
[2126] SALON BUSINESS/MANAGEMENT/MARKETING AND CAREER SKILLS	75 (YES-75)	25 (YES-25)

### **FORMAT/METHODS EMPLOYED**

Our instructional strategies are designed to meet the needs of varied learners. Instructors consider a student's kinesthetic, visual, auditory and tactile learning modalities. The course utilizes a hybrid of in-person (on campus) practical procedure training and distance education (theory and practical). Distance education is defined as a planned teaching/learning experience in which teacher and students are separated by physical distance and teacher-student interaction occurs through multiple modalities of existing and evolving media. Distance education requires special techniques of course design, instructional techniques, assessment, and methods of communication by electronic and other technology, as well as special

organization and administrative skills. Distance education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.

Instructors are trained to utilize varied methodologies to teach:

On-Campus/In-Person:

- Examples include in-person demonstrations of practical procedures, group assignments, simulated Mock State Board quizzes/examinations, etc.
- Under supervision of the instructor, students will be able to transfer concepts of their practical demonstrations with clients.

Asynchronous (Distance Education):

- Online: course curriculum offered via the internet. Students receive individual login access to Milady MindTap digital learning platform.

Synchronous (Distance Education):

- Video “Zoom” Classes: occurs in real time and allows the instructor to communicate with students. Zoom classes are scheduled by the instructor and the link and password is emailed to students. The lessons provided via Zoom include theory and practical (PowerPoint presentation, lecture, procedure demonstrations, question and response activities, group assignments and student practice).

GRADING

Students are evaluated on a regular basis on theory, practical, and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade for both quantitative (clock hours earned) and qualitative academic (theory and practical).

All assessments conducted via Distance Education will be used for calculating a student’s GPA are proctored by a qualified instructor via live video conferencing. The Academy evaluates the student’s qualitative academic performance (theory and practical) for each 10% of the Distance Education component completed within the program at the Academy (in person) by a qualified instructor.

Evaluation forms are issued to the students at the end of the evaluation period. This evaluation form reflects the overall attendance and academic progress of the student.

SAP evaluations are based on actual contracted hours at the institution. Students must maintain a “C” (75%) average to maintain satisfactory academic status.

The system detailed below is utilized in the Academy:

Academic & Practical Grading

100%-90%	A (Excellent)
89%-80%	B (Above Average)
79%-75%	C (Average)
74%-60%	D (Below Average)
Below 60%	F (Fail)

The course of Cosmetology can lead to a career field requiring licensure in California.

Potential occupations after completion: Hair Stylist, Product Representative, Company Demonstrator and Cosmetology Instructor

COSMETOLOGY (State Board License Information) – CALIFORNIA BOARD OF BARBERING AND COSMETOLOGY  
EXAM QUALIFICATIONS: The board shall admit to examination for a license as a cosmetologist to practice cosmetology any person who has made application to the board in proper form and timeliness and paid the required fee. State Board related testing questions may be directed to the Campus Director and our Administrative Office. Applicants who do not provide acceptable documentation, arrive late or miss their scheduled examination may be required to pay additional fees to the State Board in order to re-test. Testing related qualifications are as follow:

- a) The applicant 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)

Has done any of the following:

- 1) Completed a course in cosmetology from a school approved by the board.

2) Practiced cosmetology outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1) of this subdivision.

3) Holds a license as a barber in this state and has completed a cosmetology crossover course in a school approved by the board.

4) Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board.

5) Completed the apprenticeship program in cosmetology specified in article 4(commencing with Section &7332).

Reason for deny an application for licensure under Section 480:

a) A board may deny a license regulated by this code on the grounds that the applicant has of the following:

1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.

2) Done any act involving dishonesty, fraud or deceit with intent to substantially benefit himself or another, or substantially injure another; or

3) Done any act which if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.

b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license.

c)A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

## **BARBERING CURRICULUM DESCRIPTION:**

### **BEYOND 21<sup>ST</sup> CENTURY BEAUTY ACADEM COURSE OUTLINE**

#### **BARBERING 1000 HOURS, CIP code # 12.0402, SOC code # 39-5011**

Full Time (30 hours per week) – 8 mos., Part Time (20 hours per week) – 12.5 mos.

### **COURSE DESCRIPTION/CURRICULUM**

Students shall complete 1000 clock hours of applied effort and the following technical instruction and practical requirements covering practices of the art of barbering. A student will have learned the art and science of barbering and be qualified as a skilled haircutter, permanent wave, and coloring specialist. Students receive classes in career development/resume development, interview preparation, job search skills/professionalism. Entire course is taught in English.

### **COURSE PURPOSE/GOALS**

The student will learn: Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of barbering, professional salon management. Assimilation of knowledge in hair chemistry, principles of electricity as they apply to barbering and principles of hair design and styling, hair goods, scientific skin care, hair change and hair color/texture services. Demonstrations by students that they have met all the State Board objectives prescribed for the course preparatory to State licensure examinations.

### **COURSE MATERIALS**

- Milady Barbering Textbook Hardcover ISBN: 9781305100558
- Milady Barbering Theory Workbook ISBN: 9781305100664
- Milady Barbering Exam Review ISBN: 9781305100617
- Instructor's handouts

## MAJOR SEGMENTS of COURSE CONTENT

	Clock Hours Devoted to Theory Instruction	Clock Hours Devoted to Practical Instruction
[2103] HEALTH AND SAFETY/BOARD APPROVED HEALTH & SAFETY COURSE	90	10
<b>Disinfection and Sanitation:</b>		
[2105] DISINFECTION AND SANITATION	50	50
<b>Chemical Hair Services:</b>		
[2113] HAIRCOLORING	20	35
[2114] BLEACHING	20	35
[2110] PERMANENT WAVING	20	35
[2111] CHEMICAL STRAIGHTENING	20	35
<b>Hairstyling Services:</b>		
[2107] WET HAIR STYLING	15	45
[2108] THERMAL STYLING	10	45
[2109] PRESS AND CURL	5	20
[2112] HAIRCUTTING	30	75
[2115] SCALP AND HAIR TREATMENTS	15	20
<b>Shaving and Trimming Beard Services:</b>		
[2116] SHAVING PREPARATION AND PERFORMANCE/FACIAL HAIR DESIGN	100	100
<b>Additional Training:</b>		
[2126] BARBERSHOP BUSINESS/MANAGEMENT/ MARKETING AND CAREER SKILLS	75	25

### FORMAT/METHODS EMPLOYED

Our instructional strategies are designed to meet the needs of varied learners. Instructors consider a student's kinesthetic, visual, auditory, and tactile learning modalities.

Instructors are trained to utilize varied methodologies to teach:

#### On-Campus/In-Person:

- Examples include in-person demonstrations of practical procedures, group assignments, simulated Mock State Board quizzes/examinations, etc.
- Under supervision of the instructor, students will be able to transfer concepts of their practical demonstrations with clients.

### GRADING

Students are evaluated on a regular basis on theory, practical, and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade for both quantitative (clock hours earned) and qualitative academic (theory and practical).

Evaluation forms are issued to the students at the end of the evaluation period. This evaluation form reflects the overall attendance and academic progress of the student.

SAP evaluations are based on actual contracted hours at the institution. Students must maintain a "C" (75%) average to maintain satisfactory academic status.

The system detailed below is utilized in the Academy:

#### Academic & Practical Grading

100%-90%	A (Excellent)
89%-80%	B (Above Average)
79%-75%	C (Average)
74%-60%	D (Below Average)
Below 60%	F (Fail)

The course of Barbering can lead to a career field requiring licensure in California.

Potential occupations after completion: Barber Stylist, Product Representative, Company Demonstrator and Barber Instructor

**BARBERING (State Board License Information) - EXAM QUALIFICATIONS:** The board shall admit to examination for a license as a barber to practice barbering any person who has made application to the board in proper form and timeliness and paid the required fee. State Board related testing questions may be directed to the Campus Director and our Administrative Office. Applicants who do not provide acceptable documentation, arrive late or miss their scheduled examination may be required to pay additional fees to the State Board in order to re-test. Testing related qualifications are as follow:

- a) The applicant 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)

Has done any of the following:

- 1) Completed a course in barbering from a school approved by the board.
- 2) Practiced barbering outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1) of this subdivision.
- 3) Holds a license as a cosmetologist in this state and has completed a barbering crossover course in a school approved by the board.
- 4) Completed a cosmetology course in a school approved by the board and has completed a barbering crossover course in a school approved by the board.
- 5) Completed the apprenticeship program in barbering specified in article 4 (commencing with Section &7332).

Reason for deny an application for licensure under Section 480:

- a) A board may deny a license regulated by this code on the grounds that the applicant has of the following:
  - 1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.
  - 2) Done any act involving dishonesty, fraud or deceit with intent to substantially benefit himself or another, or substantially injure another; or
  - 3) Done any act which if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.
- b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license.
- c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

## **BARBERING CROSS-OVER (for Cosmetologist) CURRICULUM DESCRIPTION:**

### **BEYOND 21<sup>ST</sup> CENTURY BEAUTY ACADEMY COURSE OUTLINE**

**BARBERING Cross-Over (for Cosmetologist) 200 HOURS, CIP code # 12.0402, SOC code # 39-5011**

Full Time Time (30 hours per week) – 1 ½ mo., Part Time (20 hours per week) – 2 1/2 mo.

### **COURSE DESCRIPTION/CURRICULUM**

Students shall complete 1000 clock hours of applied effort and the following technical instruction and practical requirements covering practices of the art of barbering. A student will have learned the art and science of barbering and be qualified as a skilled haircutter, permanent wave, and coloring specialist. Students receive classes in career development/resume development, interview preparation, job search skills/professionalism. Entire course is taught in English.

### **COURSE PURPOSE/GOALS**

The student will learn: Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of barbering, professional salon management. Assimilation of knowledge in hair chemistry, principles of electricity as they apply to barbering and

principles of hair design and styling, hair goods, scientific skin care, hair change and hair color/texture services. Demonstrations by students that they have met all the State Board objectives prescribed for the course preparatory to State licensor examinations.

**COURSE MATERIALS**

- Milady Barbering Textbook Hardcover ISBN: 9781305100558
- Milady Barbering Theory Workbook ISBN: 9781305100664
- Milady Barbering Exam Review ISBN: 9781305100617
- Instructor’s handouts

**MAJOR SEGMENTS of COURSE CONTENT**

	Clock Hours Devoted to Theory Instruction	Clock Hours Devoted to Practical Instruction
<b>Chemical Hair Services:</b>		
[2113] HAIRCOLORING	5	5
[2114] BLEACHING	5	5
<b>Hairstyling Services:</b>		
[2112] HAIRCUTTING	10	10
<b>Shaving and Trimming Beard Services:</b>		
[2116] SHAVING PREPARATION AND PERFORMANCE/FACIAL HAIR DESIGN	100	40
<b>Additional Training:</b>		
[2126] BARBERSHOP BUSINESS/MANAGEMENT/ MARKETING AND CAREER SKILLS	20	0

**FORMAT/METHODS EMPLOYED**

Our instructional strategies are designed to meet the needs of varied learners. Instructors consider a student’s kinesthetic, visual, auditory, and tactile learning modalities.

Instructors are trained to utilize varied methodologies to teach:

**On-Campus/In-Person:**

- Examples include in-person demonstrations of practical procedures, group assignments, simulated Mock State Board quizzes/examinations, etc.
- Under supervision of the instructor, students will be able to transfer concepts of their practical demonstrations with clients.

**GRADING**

Students are evaluated on a regular basis on theory, practical, and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade for both quantitative (clock hours earned) and qualitative academic (theory and practical).

Evaluation forms are issued to the students at the end of the evaluation period. This evaluation form reflects the overall attendance and academic progress of the student.

SAP evaluations are based on actual contracted hours at the institution. Students must maintain a “C” (75%) average to maintain satisfactory academic status.

The system detailed below is utilized in the Academy:

Academic & Practical Grading

100%-90%	A (Excellent)
89%-80%	B (Above Average)
79%-75%	C (Average)
74%-60%	D (Below Average)
Below 60%	F (Fail)

The course of Barbering can lead to a career field requiring licensure in California.

Potential occupations after completion: Barber Stylist, Product Representative, Company Demonstrator and Barber Instruct

**BARBERING (State Board License Information) - EXAM QUALIFICATIONS:** The board shall admit to examination for a license as a barber to practice barbering any person who has made application to the board in proper form and timeliness and paid the required fee. State Board related testing questions may be directed to the Campus Director and our Administrative Office. Applicants who do not provide acceptable documentation, arrive late or miss their scheduled examination may be required to pay additional fees to the State Board in order to re-test. Testing related qualifications are as follow:

- a) The applicant 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)

Has done any of the following:

- 1) Completed a course in barbering from a school approved by the board.
- 2) Practiced barbering outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1) of this subdivision.
- 3) Holds a license as a cosmetologist in this state and has completed a barbering crossover course in a school approved by the board.
- 4) Completed a cosmetology course in a school approved by the board and has completed a barbering crossover course in a school approved by the board.
- 5) Completed the apprenticeship program in barbering specified in article 4 (commencing with Section &7332).

Reason for deny an application for licensure under Section 480:

- a) A board may deny a license regulated by this code on the grounds that the applicant has of the following:
  - 1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.
  - 2) Done any act involving dishonesty, fraud or deceit with intent to substantially benefit himself or another, or substantially injure another; or
  - 3) Done any act which if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.
- b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license.
- c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

## **MANICURING CURRICULUM DESCRIPTION:**

### **BEYOND 21<sup>ST</sup> CENTURY BEAUTY ACADEMY COURSE OUTLINE**

**MANICURING 400 HOURS, CIP code # 12.0410, SOC code # 39-5092  
Part Time (20 hours per week) – 5 mo.**

### **COURSE DESCRIPTION/CURRICULUM**

Students shall complete 400 hours broken down into the art and science of manicuring will teach the student to perform the skills, methods and techniques of beautifying the hands through manicuring, applying artificial nails, nail wrapping and massaging. He/She will also improve the health and appearance of the feet with pedicuring. This short intense course is ideal for the young person seeking their first job or the mature person who is re-entering the job market. Students receive classes in career development/resume development, interview preparation, job search skills/professionalism. **Entire course is taught in English.**

### **COURSE PURPOSE/GOALS**

The student will learn: Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of manicuring, professional salon management. Assimilation of knowledge in phases of artificial nails – including nail tips, nail wraps and acrylics.

Knowledge of product chemistry for safety and patron protection. Business practices and professional ethics in nail care. Successful graduates will have the knowledge and skills needed to pass the State Board. Demonstrations by students that they have met all the State Board objectives prescribed for the course preparatory to State licensure examinations.

## COURSE MATERIALS

- Milady Manicuring Textbook Hardcover ISBN: 9780357446867
- Milady Manicuring Theory Workbook ISBN: 9780357482865
- Milady Manicuring Exam Review ISBN: 9780357871485
- Instructor’s handouts

## MAJOR SEGMENTS of COURSE CONTENT

	Clock Hours Devoted to Theory Instruction	Clock Hours Devoted to Practical Instruction
<b>Health and Safety/ Board Approved Health &amp; Safety Course:</b>		
[2201] BARB. AND COSM. ACT & RULES AND REGULATIONS	10	0
[2203] HEALTH AND SAFETY/HAZARDOUS SUBSTANCES	80	10
<b>Disinfection and Sanitation:</b>		
[2204] DISINFECTION AND SANITATION	50	50
<b>Manicure and Pedicure Services:</b>		
[2206] WATER/OIL/GEL MANICURES	5	20
[2207] PEDICURE	5	20
[2208] ARTIFICIAL NAILS: ACRYLIC: LIQUID AND POWDER BRUSH-ONS	10	50
[2209] ARTIFICIAL NAILS: NAIL TIPS	10	50
[2210] ARTIFICIAL NAILS: NAIL WRAPS AND REPAIRS	5	10
<b>Additional Training:</b>		
[2226] SALON BUSINESS/MANAGEMENT/MARKETING AND CAREER SKILLS	10	5

## FORMAT/METHODS EMPLOYED

Our instructional strategies are designed to meet the needs of varied learners. Instructors consider a student’s kinesthetic, visual, auditory, and tactile learning modalities.

Instructors are trained to utilize varied methodologies to teach:

### On-Campus/In-Person:

- Examples include in-person demonstrations of practical procedures, group assignments, simulated Mock State Board quizzes/examinations, etc.
- Under supervision of the instructor, students will be able to transfer concepts of their practical demonstrations with clients.

## GRADING

Students are evaluated on a regular basis on theory, practical, and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade for both quantitative (clock hours earned) and qualitative academic (theory and practical).

Evaluation forms are issued to the students at the end of the evaluation period. This evaluation form reflects the overall attendance and academic progress of the student.

SAP evaluations are based on actual contracted hours at the institution. Students must maintain a “C” (75%) average to maintain satisfactory academic status.

The system detailed below is utilized in the Academy:

Academic & Practical Grading  
100%-90%      A (Excellent)

89%-80%	B (Above Average)
79%-75%	C (Average)
74%-60%	D (Below Average)
Below 60%	F (Fail)

The course of Manicuring can lead to a career field requiring licensure in California.

Potential occupations after completion: Manicurist, Nail Technician Product Representative, Company Demonstrator

MANICURIST NAIL CARE - (State Board License Information) EXAM QUALIFICATIONS: The board shall admit to examination for a license as a manicurist to practice nail care, any person who has made application to the board in proper form, paid the required fee 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)

Has done any of the following:

- 1) Completed a course in nail care from a school approved by the board.
- 2) Practiced nail care outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in nail care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
- 3) Completed the apprenticeship program in nail care specified in Article 4 (commencing with Section +7332).

Reason for deny an application for licensure under Section 480:

- a) A board may deny a license regulated by this code on the grounds that the applicant has of the following:
  - 1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.
  - 2) Done any act involving dishonesty, fraud or deceit with intent to substantially benefit himself or another, or substantially injure another; or
  - 3) Done any act which if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.
- b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license.
- c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

## ESTHETICIAN CURRICULUM DESCRIPTION

### BEYOND 21<sup>ST</sup> CENTURY BEAUTY ACADEMY COURSE OUTLINE

**ESTHETICIAN 600 HOURS, CIP code # 12.0409, SOC code # 39-5094**

Full Time (30 hours per week) – 5 mo., Part Time (20 hours per week) – 7 ½ mo.

### COURSE DESCRIPTION/CURRICULUM

Students shall complete 600 hour program shall consist of technical instruction and practical operations covering all practices of an esthetician. Successful graduates will have the knowledge and skills needed to pass the State Board Examination and secure employment as an esthetician or facial and skin care specialist. Students receive classes in career development/resume development, interview preparation, job search skills/professionalism. **Entire course is taught in English.**

### COURSE PURPOSE/GOALS

The student will learn phases of skin care – including manual and electrical facials: use of cosmetic preparations: daytime, evening, fantasy and theatrical make-up. Assimilation of knowledge of product chemistry for safety and patron protection, business practices and professional ethics in skin care. Successful graduates will have the knowledge and skills needed to pass the State Board Examination for licensure, and to secure employment as an esthetician. Successful graduates will have the knowledge and skills needed to pass the

State Board. Demonstrations by students that they have met all the State Board objectives prescribed for the course preparatory to State licensure examinations.

**COURSE MATERIALS**

- Milady Esthetician Textbook Hardcover ISBN: 9780357263792
- Milady Manicuring Theory Workbook ISBN: 9780357482841
- Milady Manicuring Exam Review ISBN: 9780357871478
- Instructor’s handouts

**MAJOR SEGMENTS of COURSE CONTENT**

	Clock Hours Devoted to Theory Instruction	Clock Hours Devoted to Practical Instruction
<b>Health and Safety/ Board Approved Health &amp; Safety Course:</b>		
[2201] BARB. AND COSM. ACT & RULES AND REGULATIONS	10	0
[2203] HEALTH AND SAFETY/HAZARDOUS SUBSTANCES	80	10
<b>Disinfection and Sanitation:</b>		
[2204] DISINFECTION AND SANITATION	50	50
<b>Skin Care Services:</b>		
[2307] MANUAL FACIAL	50	70
[2308] ELECTRICAL FACIAL	40	60
[2309] CHEMICAL FACIAL	40	60
[2312] MAKE-UP	10	20
<b>Hair Removal and Lash and Brow Services:</b>		
[2310] TWEEZERS/WAS AND DEPILATORIES- EYEBROW ARCHING AND HAIR REMOVAL	5	20
[2311] BROW/EYELASH – TINTING/PERMING/LASH APPLICATION	5	20

**FORMAT/METHODS EMPLOYED**

Our instructional strategies are designed to meet the needs of varied learners. Instructors consider a student’s kinesthetic, visual, auditory, and tactile learning modalities.

Instructors are trained to utilize varied methodologies to teach:

**On-Campus/In-Person:**

- Examples include in-person demonstrations of practical procedures, group assignments, simulated Mock State Board quizzes/examinations, etc.
- Under supervision of the instructor, students will be able to transfer concepts of their practical demonstrations with clients.

**GRADING**

Students are evaluated on a regular basis on theory, practical, and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade for both quantitative (clock hours earned) and qualitative academic (theory and practical).

Evaluation forms are issued to the students at the end of the evaluation period. This evaluation form reflects the overall attendance and academic progress of the student.

SAP evaluations are based on actual contracted hours at the institution. Students must maintain a “C” (75%) average to maintain satisfactory academic status.

The system detailed below is utilized in the Academy:

Academic & Practical Grading

100%-90%	A (Excellent)
89%-80%	B (Above Average)
79%-75%	C (Average)

74%-60%	D (Below Average)
Below 60%	F (Fail)

The course of Esthetician can lead to a career field requiring licensure in California.

Potential occupations after completion: Esthetician, Skin Care Specialist, Product Representative, Company Demonstrator

**ESTHETICIAN (State Board License Information) – CALIFORNIA STATE BOARD OF BARBERING AND COSMETOLOGY EXAM QUALIFICATIONS:** The board shall admit to examination for a license as an esthetician (Skin Care) to practice skin care, any person who had made application to the board in proper form and timeliness and paid the required fee. State Board related testing questions may be directed to the Campus Director and our Administrative Office. Applicants who do not provide acceptable documentation, arrive late or miss their scheduled examination may be required to pay additional fees to the State Board in order to re-test. Testing related qualifications are as follow:

- 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 (480. d)

Has done any of the following:

- 1) Completed a course in skin care from a school approved by the board.
- 2) Practiced skin care, outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in skin care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
- 3) Completed the apprenticeship program in skin care specified in Article 4 (commencing with Section &7332).

Reason for deny an application for licensure under Section 480:

- a) A board may deny a license regulated by this code on the grounds that the applicant has of the following:
  - 1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.
  - 2) Done any act involving dishonesty, fraud or deceit with intent to substantially benefit himself or another, or substantially injure another; or
  - 3) Done any act which if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.
- b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license.
- c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

## **ESTHETICIAN – DISTANCE EDUCATION HYBRID CURRICULUM DESCRIPTION**

### **BEYOND 21ST CENTURY BEAUTY ACADEMY COURSE OUTLINE**

**ESTHETICIAN – DISTANCE EDUCATION HYBRID 600 HOURS, CIP code # 12.0409, SOC code # 39-5094**

Full Time Time (30 hours per week) – 5 mo., Part Time (20 hours per week) – 7 ½ mo.

#### **COURSE DESCRIPTION/CURRICULUM**

This 600 clock hours program shall consist of technical instruction and practical operations covering all practices of an esthetician. Successful graduates will have the knowledge and skills needed to take the California State Board Examination and seek employment as an esthetician or facial and skin care specialist. Students receive classes in career development/resume development, interview preparation, job search skills/professionalism. Entire course is taught in English. A portion of the course is completed in distance learning (50% of the course length). Student conduct, school policies and procedures apply during distance learning. There is no additional charge associated with the verification of student identity.

#### **COURSE PURPOSE/GOALS**

- The student will learn: All phases of skin care – including manual and electrical facials: use of cosmetic preparations: daytime, evening, fantasy and theatrical make-up.

- Knowledge of product chemistry for safety and patron protection.
- Business practices and professional ethics in skin care.
- Successful graduates will have the knowledge and skills needed to take the California State Board Examination for licensure, and to seek employment as an esthetician.

**COURSE MATERIALS**

- Milady Esthetics CIMA Package ISBN: 9780357812563
- Milady Esthetics Textbook ISBN: 9781111139094
- Milady Esthetics Student Workbook ISBN: 9781111139117
- Milady Esthetics Exam Review ISBN:9781111139124
- Instructor’s handouts

**MAJOR SEGMENTS of COURSE CONTENT**

	Clock Hours Devoted to Theory Instruction (hrs. delivered via Distance Education)	Clock Hours Devoted to Practical Instruction (hrs. delivered via Distance Education)
<b>Health and Safety/ Board Approved Health &amp; Safety Course:</b>		
[2201] BARB. AND COSM. ACT & RULES AND REGULATIONS	10 (YES-10)	0
[2203] HEALTH AND SAFETY/HAZARDOUS SUBSTANCES	80 (YES-80)	10 (YES-10)
<b>Disinfection and Sanitation:</b>		
[2204] DISINFECTION AND SANITATION	50 (YES-50)	50 (YES-25)
<b>Skin Care Services:</b>		
[2307] MANUAL FACIAL	50 (YES-50)	70 (YES-30)
[2308] ELECTRICAL FACIAL	40 (YES-40)	60 (YES-15)
[2309] CHEMICAL FACIAL	40 (YES-40)	60 (YES-15)
[2312] MAKE-UP	10 (YES-10)	20 (YES-15)
<b>Hair Removal and Lash and Brow Services:</b>		
[2310] TWEEZERS/WAS AND DEPILATORIES- EYEBROW ARCHING AND HAIR REMOVAL	5 (YES-5)	20
[2311] BROW/EYELASH – TINTING/PERMING/LASH APPLICATION	5 (YES-5)	20

**FORMAT/METHODS EMPLOYED**

Our instructional strategies are designed to meet the needs of varied learners. Instructors consider a student’s kinesthetic, visual, auditory and tactile learning modalities. The course utilizes a hybrid of in-person (on campus) practical procedure training and distance education (theory and practical). Distance education is defined as a planned teaching/learning experience in which teacher and students are separated by physical distance and teacher-student interaction occurs through multiple modalities of existing and evolving media. Distance education requires special techniques of course design, instructional techniques, assessment, and methods of communication by electronic and other technology, as well as special organization and administrative skills. Distance education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.

Instructors are trained to utilize varied methodologies to teach:

**On-Campus/In-Person:**

- Examples include in-person demonstrations of practical procedures, group assignments, simulated Mock State Board quizzes/examinations, etc.
- Under supervision of the instructor, students will be able to transfer concepts of their practical demonstrations with clients.

**Asynchronous (Distance Education):**

- Online: course curriculum offered via the internet. Students receive individual login access to Milady MindTap digital learning platform.

Synchronous (Distance Education):

- Video “Zoom” Classes: occurs in real time and allows the instructor to communicate with students. Zoom classes are scheduled by the instructor and the link and password is emailed to students. The lessons provided via Zoom include theory and practical (PowerPoint presentation, lecture, procedure demonstrations, question and response activities, group assignments and student practice).

GRADING

Students are evaluated on a regular basis on theory, practical, and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade for both quantitative (clock hours earned) and qualitative academic (theory and practical).

All assessments conducted via Distance Education will be used for calculating a student’s GPA are proctored by a qualified instructor via live video conferencing. The Academy evaluates the student’s qualitative academic performance (theory and practical) for each 10% of the Distance Education component completed within the program at the Academy (in person) by a qualified instructor.

Evaluation forms are issued to the students at the end of the evaluation period. This evaluation form reflects the overall attendance and academic progress of the student.

SAP evaluations are based on actual contracted hours at the institution. Students must maintain a “C” (75%) average to maintain satisfactory academic status.

The system detailed below is utilized in the Academy:

Academic & Practical Grading

100%-90%	A (Excellent)
89%-80%	B (Above Average)
79%-75%	C (Average)
74%-60%	D (Below Average)
Below 60%	F (Fail)

The course of Esthetician-Distance Education Hybrid can lead to a career field requiring licensure in California. Potential occupations after completion: Esthetician, Skin Care Specialist, Product Representative, Company Demonstrator

ESTHETICIAN (State Board License Information) – CALIFORNIA STATE BOARD OF BARBERING AND COSMETOLOGY

EXAM QUALIFICATIONS: The board shall admit to examination for a license as an esthetician (Skin Care) to practice skin care, any person who had made application to the board in proper form and timeliness and paid the required fee. State Board related testing questions may be directed to the Campus Director and our Administrative Office. Applicants who do not provide acceptable documentation, arrive late or miss their scheduled examination may be required to pay additional fees to the State Board in order to re-test. Testing related qualifications are as follow:

- 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 (480. d)

Has done any of the following:

- 1) Completed a course in skin care from a school approved by the board.
- 2) Practiced skin care, outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in skin care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
- 3) Completed the apprenticeship program in skin care specified in Article 4 (commencing with Section &7332).

Reason for deny an application for licensure under Section 480:

- a) A board may deny a license regulated by this code on the grounds that the applicant has of the following:
  - 1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.
  - 2) Done any act involving dishonesty, fraud or deceit with intent to substantially benefit himself or another, or substantially injure another; or

- 3) Done any act which if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.
- b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license.
- c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

## **COSMETOLOGY INSTRUCTOR TRAINEE CURRICULUM DESCRIPTION:**

### **BEYOND 21<sup>ST</sup> CENTURY BEAUTY ACADEMY COURSE OUTLINE**

**COSMETOLOGY INSTRUCTOR TRAINEE– 600 HOURS, CIP code # 12.0413, SOC code # 25-1194**  
Full Time (35 hours per week) – 4 mo., ¾ Time (30 hours per week) – 5 mo., Part Time (20 hours per week) – 7 ½ mo.

### **COSMETOLOGY INSTRUCTOR TRAINING CURRICULUM**

600 clock hours will enable the trainee to achieve an education in application of the learning process; utilize instructional techniques appropriate to each student’s needs and develop skills necessary to counsel and guide students. Upon receiving a certification, he/she will be qualified to teach students at all levels of hair styling, permanent waving, coloring, make-up, skin care and manicuring. Students receive classes in career development/resume development, interview preparation, job search skills/professionalism. **Entire course is taught in English.**

#### **COURSE PURPOSE/GOALS**

Upon successful completion of this course, the student will:

Know the procedures of the various operations required by the Bureau for Private Postsecondary and Vocational Education

Be familiar with the terminology used in Cosmetology

Obtain experience by understanding the function of teaching by participating in a classroom environment

#### **PROFESSIONAL and VOCATIONAL**

Successful graduates will have the knowledge and skills needed to teach

Prepare the student for a successful teaching career in Cosmetology

To give the student background in the knowledge and techniques of teaching

Develop sanitary and safe work habits and attitudes necessary in the practice of beauty culture.

To provide experiences of an occupational nature in the practice of beauty culture so that learning, evaluating and appreciation takes place

To develop and encourage the establishment of methodical habits

To provide experience which are valuable in creating harmonious relationships with others

#### **COURSE MATERIALS**

“Milady’s Standard Exam Review for Cosmetology Teachers

“Milady’s Standard Textbook of Cosmetology”

State Board Rules / Regulations

#### **MAJOR SEGMENTS of COURSE CONTENT**

<b>Subject</b>	<b>Minimum</b>	<b>Operations</b>
Cosmo Act & Rules & Regs...	<b>10</b>	
Instr. Tech., Methods of Performance/Comm. Skills	<b>40</b>	
Organization Tech. for Steps Teaching Meth.	<b>30</b>	<b>50</b>
Lesson Planning, Developing visual aids, etc.	<b>60</b>	<b>50</b>
Tech. of Evaluation, Types of Tests, Grades, etc.	<b>10</b>	<b>50</b>
Classroom Conduct, Demonstrations, etc.	<b>140</b>	<b>50</b>
Supervising & Training Students	<b>100</b>	<b>10</b>

#### **COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN**

One hour lecture, three hours of laboratory per week. The lecture section consists of demonstrations in teaching with the student participating in both lectures of related information and practical trade demonstrations. The laboratory period involves the student in the teaching of practical operations. The total course includes 600 hours which equals approximately one semester.

#### **GENERAL POLICIES**

The director of the school and teacher in charge of the trainee program have the responsibility for establishing and maintaining high standards of performance, enforcing efficiency of operation and discipline, including the right to increase, decrease, or rotate class

assignments and schedules; and to formulate curriculum, methods and modes of instruction: to promote, demote, discharge or discipline for cause.

### **OUTSIDE BUSINESS ACTIVITIES**

Phone calls are to be made or received during break period and NOT DURING CLASS TIME.

### **GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT**

Observation and evaluation of the following:

- Lecture
- Demonstrations
- Written Lesson Plans
- Homework Assignments
- Workbook assignments
- Test/Quizzes
- Cooperation and control while in the classroom
- Your relations of rapport (conduct)
- Your dress and grooming code
- Completion of required assignments for theory chapters on Teaching Success Strategies for a Winning Career, Teams at Work, and Evaluating Professional Performance

Students are required to complete all hours and assignments while in training of the respective course in order to achieve graduation. At this time, a graduating student will be presented with a diploma from BEYOND 21<sup>ST</sup> CENTURY BEAUTY ACADEMY. There is no State Board examination. Full payment of all institutional charges is a graduation requirement.

### **GRADING**

Students are evaluated on a regular basis on theory, practical, and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at the end of the evaluation period. This evaluation form reflects the overall attendance and academic progress of the student. Students with accepted transfer hours from another institution will be counted as both attempted and earned hours for the purpose of determining the allowable maximum time frame has been exhausted. SAP evaluations are based on actual contracted hours at the institution. Students must maintain a “C” (75%) average to maintain satisfactory academic status.

The system detailed below is utilized in the Academy:

#### **Academic & Practical Grading**

- 100%-90%      A (Excellent)
- 89%-80%      B (Above Average)
- 79%-75%      C (Average)
- 74%-60%      D (Below Average)
- Below 60%     F (Fail)

\*This course does not lead to a State License. The California Board of Barbering and Cosmetology does not offer a Cosmetology Teaching License Examination.

### **DRUG ABUSE PREVENTION PROGRAM**

The Academy makes the following information available to its students, staff and instructors.

Any individual associated with the Academy who is seeking information, counseling or assistance concerning Drug Abuse Prevention, may call or visit the following individual/agency.

Name:	Los Angeles Centers for Alcohol & Drugs
Street Address:	11515 Bloomfield Ave.
City, State and ZIP:	Santa Fe Springs, CA 90670
Phone number:	(562) 906-2676

If you are not registered to vote, you may request a voter registration form in the administrative office or visit:

[http://www.eac.gov/voter\\_resources/register\\_to\\_vote.aspx](http://www.eac.gov/voter_resources/register_to_vote.aspx)

Constitution Day is observed on September 17

### **NACCAS 2019 ANNUAL REPORT**

Graduation: 63%

Placement: 68%

Licensure: 94%

## NACCAS 2018 Annual Report

Graduation: 64%

Placement: 79%

Licensure: 100%

## FINANCIAL AID SECTION

**Consumer Information:** In an effort to assist students in making a more informed decision about enrolling, the academy provides the following document disclosures on paper and/or on website: California State School Performance Fact Sheet, Federal Disclosures (Net-price calculator, Right-to-know Act How are our students doing?, Gainful Employment, Admissions Disclosures, Crime Statistics Report and Procedures-Clery Act, Constitution & Citizenship Day (Sept. 17), Drug and Alcohol Abuse Policy, FERPA, textbook disclosure, GED classes availability, Copyright protection policy, and voting information ([http://www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm)).

**Financial Aid Mechanism:** This is a mechanism that reduces out-of-pocket costs that the student and/or parent must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms. Most of the Federal Loan Programs can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

**Compliance Statement:** The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

**The U.S. Department of Education Title IV Student Financial Aid Programs:** The academy is approved for, and does participate in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

Grant (Free) Aid (this aid does not have to be repaid): Federal Pell Grant Program (FPELL) - \$6,195 maximum annual limit for 2019 Award Year and \$6,195 for 2020 (Does Not require repayment). Federal Supplemental Educational Opportunity Grant Program (FSEOG)\* – Funds are limited in nature; therefore, awards are based on availability of funds at the school. Maximum Annual Award given to school to distribute to students meeting eligibility requirements is \$4,000 (Does Not require repayment)

Loans to Student and/or Parent (this aid MUST be REPAYED! These Loans are NOT Discharged by Bankruptcy): Federal Direct Student Loan Program – Subsidized loans a need base loan (interest earned while in school and during grace period is covered by the USDE)\*\*. As of July 1, 2012 borrowers without a loan balance will have Limited Eligibility of up to 150 % of published course length, this calculation would take into account loans received from prior institution attended.

Unsubsidized loans are no-need based (interest earned while in school and during grace period may be delayed until the repayment period and will be added to the loan balance)\*\*.

Parent loans (PLUS) – interest due from parents as last disbursement on a loan is made. Students are encouraged to keep their loan debt as low as possible. These loans are aggressively collected by the USDE and its contractors. Interest liability on late payments is very expensive. Defaulting on a student loan is very damaging to credit history and future borrowing power. Loan levels are specifically designated to the course of study at this institution. For example, if the student attended two years at a community college, but it enrolls in a course that is one academic year long without any transfer hours, the correct student level will be 1 and not 3<sup>rd</sup> loan level. For more specific information on each program please refer to the student guides available at Student Guide [http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html), *Direct Loan Basics for Students*, and *Direct Loan Basics for Parents*.

*(\*) Funds are limited in nature; therefore awards are based on availability of funds at the school.*

*(\*\*) Annual loan limits and based on educational levels within the course of enrollment.*

*Loan levels are specifically designated to the course of study at this institution. For example, If the student attended two years at a community college, but it enrolls in a course that is one academic year long without any transfer hours, the correct student level will be 1 and not 3<sup>rd</sup>.loan level.*

*For more specific information on each program please refer to the student guides available at Student Guide*

*[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)*

*Direct Loan Basics for Students*

*Direct Loan Basics for Parents PDF Spanish version PDF [3MB]*

**Student Eligibility Requirements:** To be eligible for financial aid, a student must:

- Have financial need;
- Be a citizen or an eligible non-citizen;

- have a valid social security Card Except applicants from the Marshall Islands, Federated States of Micronesia or The Republic of Palau
- Be registered for selective service (if a male between the age of 18-25);
- Be admitted as a regular student in an eligible program;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;
- Have signed a statement of educational purpose;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have a High School Diploma, (or its equivalent) a GED, or have demonstrated the ability-to-benefit<sup>399</sup>
- Agree to use any federal student aid received solely for educational purposes

#### **Application for Aid, Procedures, and Forms:**

Financial aid applications for this institution consist of the following:

Free Application for Federal Student Aid (FAFSA) this form needs to be completed as instructed on the form.

The FAFSA may be filed on paper and delivered to the school or the student and parents may go to FAFSA on the Web. Using FAFSA on the Web provides the student and/or parents the ability to use the IRS retrieval tool to obtain tax information from the IRS on completed taxes. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

Federal Pell Grant Program: Funds received under this program are not subject to repayment from the student.

Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended for.

SAR or ISIR must be submitted to the financial aid office by September 15, of the award year from which aid is requested from, or your last day of enrollment in 2014-2015, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected. Renewal Process: A FPELL Grant award is received for one award year (July 1 to June 30 of the following year), and is not automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the new SAR or ISIR to the financial aid office for each award year.

Maximum Annual Award: \$6,195 for 2019, \$6,195 for 2020 (one academic year in two equal payment periods)

Maximum Lifetime Eligibility Used for Pell 600%- A student's maximum amount of Pell Eligibility is 6 scheduled awards, as measured by the percentage of "Lifetime Eligibility Used"(LEU) field in COD (one scheduled award equals 100% LEU)

Disbursement: They are made based on a per payment period via a check payable to the student or via a direct credit to the student's tuition account.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Funds received under this program are not subject to repayment from the student.

Deadline: You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

Maximum Annual Award: \$4,000

Disbursement: Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

Federal William D. Ford Direct Loan Program

Funds received from either of the loan programs are subjected to repayment from the student.

Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

Federal Direct Subsidized Loan

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education.

Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment.

Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% 20 rebated directly to the U.S. Department of Education. Students may receive both subsidized and

Unsubsidized loans provided the combined amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

Maximum Annual Award: First level \$3,500, Second level \$4,500, Third level \$5,500 (Max aggregate \$23,000).

These loans are subject to a maximum eligibility of up to 150% of the length of the program of study.

Previous loans obtained could affect the student 150% eligibility.

## Federal Direct Stafford Unsubsidized Loan

These loans expand the ability of the U.S. Department of Education to make “Unsubsidized” Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized

Federal Stafford Loans with the following two exceptions:

(1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student’s cost of attendance less other expected financial assistance (not to exceed annual loan limits).

(2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

Deadlines: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the

**Disbursement: Checks are issued to the school and credited to the student’s tuition account. It is the student’s responsibility to submit all required forms and documentation to the financial aid office before disbursement. For additional information, read the pamphlet "Direct loan Entrance Counseling Guide"**

**Determining Need:** The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

The Academy utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid.

This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution. A SAR will be mail to the student and an ISIR to the institutions listed on the FAFSA. Both forms will provide the Expected Family Contribution (EFC) that will be used against the student Cost of Attendance (COA), the difference between these two is what is called student Need.

### **Cost of Attendance:**

This institution uses the annual budgets published by the CALIFORNIA STUDENT AID COMMISSION. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below.

Elements included in the budget:	Tuition	Actual cost
	Registration Fee	Actual cost
	Books and supplies	Actual cost
	Total institutional cost	Total

Living cost allowance (2014-2015) Sample uses a nine months period):

Living arrangements while in school	With parents	On Campus	Off campus
Room and board	\$4,599	Actual cost	\$11,493
Transportation	1,134	864	1,278
Personal/misc.	3,132	2,225	2,871

(The cost of uniforms is included in the personal allowance or included in the school charges)

**Award Concept, Selection of Recipients and Packaging Criteria:** This institution does not receive enough Campus-Based funds to satisfy all the student financial needs. Therefore, the Academy emphasizes the SELF-HELP CONCEPT of student financial assistance. The SELF-HELP CONCEPT is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. ALL LOANS MUST BE REPAYED. The SELF-HELP CONCEPT lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford and/or, PLUS Loans)

The Academy awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year (July 1 to June 30). Due to the **limited** amount of funds available to the Academy, it is literally impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows: This institution has a continuing enrollment process in which students may start each Tuesday of each week or Wednesday when Tuesday is an observed Holiday. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year presiding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available. Based on last year’s data, the institution expects an enrollment of 30 new students meeting the “exceptional need” criteria to be enrolled during the 7/1/19 to 6/30/20 period. Therefore, the awards to those students will be \$250-\$1000 through the entire period. Students with “exceptional need” are defined by this institution as students that have an expected family contribution (EFC) of Zero (00000) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June).

Both selections will be made from students, whose file has been completed, with no issues pending regarding the students' eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year.

**Recoveries:** Recoveries resulting from unearned Title IV Funds are due from the student and must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grants programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within the 45 days and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

**Transfer Student:** A student, who attended a post-secondary institution before the enrollment at (Beyond 21<sup>st</sup> Century Beauty Academy), is required to provide a Financial Aid history from each of the institutions attended within the last six months before the enrollment at this institution. If a financial aid history is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid history is received by **Beyond 21<sup>st</sup> Century Beauty Academy**.

**Refunds:** If any refunds are due based on the Return of Title IV calculation **or** based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 3 Perkins Loans, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant, 9 Federal SEOG, 10. Other. This order would apply in accordance to the aid programs available at the institution.

#### **Verification Policy and Procedures:**

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data.

These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request.

This procedure is part of the Admissions and Counseling process.

To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs.

Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

**WHO MUST BE VERIFIED: The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.**

#### **Verification exclusions**

- Death of the student. You don't have to continue verification if you made an interim disbursement and the student died before verification was completed. You cannot make any additional disbursements, except for FWS funds already earned, to any of the student's beneficiaries. You cannot originate or disburse his Direct Subsidized Loan or consider any interim disbursement you made of Pell, Perkins, or FSEOG funds or provisional FWS employment to be an overpayment. See Chapter 2 of Volume 5.
- Not an aid recipient. The student won't receive Title IV aid for reasons other than a failure to complete verification. This includes being ineligible for that aid and withdrawing without receiving it.
- The applicant is eligible to receive only unsubsidized student financial assistance.
- Applicant verified by another school. The student completed verification for the current award year at another school before transferring.

Her FAFSA data must be the same as it was at the previous school, and you must get a letter from that school stating that it verified her application and providing the transaction number of the pertinent valid ISIR.

- Post enrollment. The student was selected for verification after ceasing to be enrolled at your school and all (including late) disbursements were made.

Unless you have reason to believe it is inaccurate, you don't have to verify the reported FAFSA information of the parents of a dependent student if any of the following apply:

- Both of the parents are mentally incapacitated.
- They are residing in a country other than the United States and can't be contacted by normal means.
- They can't be located because the student does not have and cannot get their contact information.

Unless you have reason to believe it is inaccurate, you don't have to verify the reported FAFSA information of the spouse of an independent student if any of the following apply:

- The spouse has died.
- He is mentally incapacitated.
- He is residing in a country other than the United States and can't be contacted by normal means.
- He can't be located because the student does not have and cannot get his contact information.

**REQUIRED VERIFICATION ITEMS:**

- Adjusted gross income (AGI)
- U.S. income tax paid
- Education credits
- Untaxed IRA distributions
- Untaxed pensions
- IRA deductions and payments
- Tax-exempt interest
- Other untaxed income
- Income earned from work
- Household size
- Number in college
- Supplemental Nutrition Assistance Program (SNAP, formerly food stamps)
- Child support paid
- High school completion status
- Identity/statement of educational purpose

**Verification tracking groups**

Students who are selected for verification will be placed in one of the five following groups. The group determines which FAFSA information must be verified for the student.

Standard Verification Group. Tracking flag V1. Students in this group must verify the following if they are tax filers:

- adjusted gross income
- U.S. income tax paid
- untaxed portions of IRA distributions
- untaxed portions of pensions
- IRA deductions and payments
- tax-exempt interest income
- education credits
- household size
- number in college
- Supplemental Nutrition Assistance Program (SNAP) benefits
- child support paid

Students who are not tax filers must verify the following:

- income earned from work
- household size
- number in college
- SNAP benefits
- child support paid

Tracking flag V2 Reserved for future use by the Department.

Child Support Paid Verification Group. Tracking flag V3. Students must verify child support paid by them or their spouse, their parents, or both.

Custom Verification Group. Tracking flag V4. Students must verify high school completion status and identity/statement of educational purpose in addition to receipt of SNAP benefits and payment of child support. 6

Aggregate Verification Group. Tracking flag V5. Students must verify high school completion status and identity/statement of educational purpose in addition to the items in the Standard Verification Group.

Household Resources Group. Tracking flag V6. Students must verify the items in the Standard Verification Group as well as certain other untaxed income on the 2018–2019 FAFSA:

- payments to tax-deferred pension and retirement savings plans (Questions 45a and 94a)
- child support received (Questions 45c and 94c)
- housing, food, and other living allowances paid to members of the military, clergy, and others (Questions 45g and 94g)
- veterans' non-education benefits (Questions 45h and 94h)
- other untaxed income (Questions 45i and 94i)
- money received or paid on the applicant's behalf (Question 45j)
- resources or benefits not appearing on the FAFSA, such as in-kind

support from a relative or a government agency

#### **DEADLINES AND FAILURE TO SUBMIT DOCUMENTATION**

You must require students selected for verification—whether by your school or by the Department—to submit to you the documentation by the date specified by your school (for Campus-Based and DL) or the Department (for Pell).

A Pell applicant selected for verification must complete the process by the deadline published in the Federal Register. As of this writing the notice for 2018–2019 has not been published, but the deadline is expected to be September 28, 2019, or 120 days after the last day of the student’s enrollment, whichever is earlier. Campus-Based and Stafford Loan applicants must complete verification by the same deadline or by an earlier one established by your aid office.

#### **Definitions Related to Financial Aid:**

The following definitions correspond to some common terms used within the financial aid terminology:

**ACADEMIC YEAR:** A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours/24 Semester credit hours/36 Quarter credit hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours/12 semester credit hours/36 quarter credit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours/Semester credit hours/Quarter Credit Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

**CLOCK HOUR:** A period of 50 to 60 minutes of supervised instruction during a 60 minute time period.

**COST OF ATTENDANCE:** Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

**CREDIT BALANCE:** A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses. FSA regulations refer to the amount of aid that exceeds the allowable charges as a credit balance

**DEPENDENT STUDENT:** She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents’ income and assets data. Parent information relates to the parent that provides the majority of the student support when parents are separated or divorced.

**DEPENDENT:** She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) NOT a dependent of the student.

**EXPECTED FAMILY CONTRIBUTION (EFC):** Is the application of the U.S. Congressional formula to the student’s family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

**FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:** You must be one of the following to receive federal student aid:

U.S. Citizen

U.S. National

U.S. Permanent resident; who has an I-551 or I-551C (Alien Registration receipt card).

Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations: This documentation must have a valid date and not be an expired document.

Refugee

Asylum Granted

Parole for a minimum of one year that has not expired

T-Visa holder ( T-1, T-2, T-3etc)

Cuban-Haitian entrant

Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of “Victim of Human Trafficking

**IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:**

F1 or F2 student visa

J1 or J2 exchange visitor visa only

G series visa (pertaining to international organizations)

**INDEPENDENT STUDENT:** : An individual who meets one of the following criteria: Item numbers correspond to the 2020-2021

1. (46) Was born before January 1, 1997?

2. (47) Married (answer yes if separated but not divorced)433

3. (48) As of July 1, 2020 will be graduate or professional student?

4. (49) Currently serving on active duty in the U.S. Armed Forces for the purposes other than training?

5. (50) Veteran of the U.S. Armed Forces?

6. (51) Have or will have children who will receive more than half of their support from you between July 1, 2020 and June 30, 2021?

7. (52) Do have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2020?

8. (53) At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?

9. (54) As determined by a court in your state are you or were you an emancipated minor?

10. (55) As determined by a court in your state of legal residence, are you or were you in legal guardianship?

11. (56) At any time on or after July 1, 2020, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?

12. (57) At any time on or after July 1, 2020, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?

13. (58) At any time on or after July 1, 2020, did the director of a runaway or homeless youth basic center or transitional living program determine that you were

**PARENT(S):** For the purposes of the financial aid programs, "a parent" is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

**PAYMENT PERIOD:** 450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

**NEED:** Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

**WITHDRAWALS:** Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

#### **Notification of Rights under FERPA for Postsecondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day **Beyond 21<sup>st</sup> Century Beauty Academy** receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by **Beyond 21<sup>st</sup> Century Beauty Academy** in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for **Beyond 21<sup>st</sup> Century Beauty Academy**.

[Optional] Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO POSTSECONDARY INSTITUTION: FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by **Beyond 21<sup>st</sup> Century Beauty Academy** to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student-

- To other school officials, including teachers, within **Beyond 21<sup>st</sup> Century Beauty Academy** whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(J)- (a)(1)(i)(B)(2) are met. (§99.31(a)(1)) the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31 (a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a) (6 ))

- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a) (9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as "directory information" under §99.37. (§99.31(a) (11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a) (13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31 (a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of

21. (§99.31(a)(15))

## **EDUCATION AND FACULTY QUALIFICATION LIST**

### **Guadalupe M. Fernandez**

Licensed Cosmetologist

Licensed Cosmetology Instructor

Clear Credential and Certified Instructor

### **Instructor**

44 years

43 years

33 years

### **Sophia Jochim**

Licensed Cosmetologist

Certified Instructor

### **Instructor**

21 years

16 years

**Alexyss Gomez**

Licensed Cosmetologist  
Licensed Barber

**Instructor**

7 year  
6 year

**Adriana Bonilla**

Licensed Manicurist

**Instructor**

6 year

**Kianna Cervantes**

Licensed Esthetician

**Instructor**

3 years

**SUBSTITUTE INSTRUCTORS**

**Karina Jimenez**

Licensed Cosmetologist

5 year

**Adrienne Munoz**

Licensed Cosmetologist

2 years

**Cindy Gonzalez**

Licensed Esthetician

1 year

**Eric Ruiz**

Licensed Barber

2 year

**FACULTY AND STAFF**

**President**

Guadalupe M. Fernandez

**Faculty/Organizational Chart**

**Admissions Officer ...**

Guadalupe M. Fernandez

**Campus Supervisor/Placement Advisor/  
Fiscal Officer/Title IX Coordinator...**

Sophia Jochim

**Financial Aid Director...**

Karina Jimenez