

Lawrence & Company

College of Cosmetology

School Catalog

Effective date January 1 2024- Expiration Date Dec, 31 2024

School Catalog is updated annually and may be revised at any time.

Revised on January 1, 2024

The Catalog is provided to the students on a digit copy, and is always available on our website.

Two Locations

2048 Grant Street, Selma, Ca. 93662

Phone (559) 891-8108

www.lawrencecosmetology.com

308 E Sixth Ave, Hanford, Ca. 93230

Phone(559) 707-0440

A MESSAGE FROM THE PRESIDENT

Dear Student,

Welcome to *Lawrence & Company College of Cosmetology*, and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the Cosmetology, Esthetician, Manicuring or Barbering Industry.

At *Lawrence & Company College of Cosmetology*, we offer you the training to pass the California Board of Barbering and Cosmetology Licensing Examination. Our training includes a mock-board examination that will help assure your success at the State Board Exam. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success.

It is a pleasure to have you join us at *Lawrence & Company College of Cosmetology*. Our goal is to help you discover your ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

Mrs. Diana Rodriguez
President

Lawrence & Company College of Cosmetology

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MISSION STATEMENT

The mission of Lawrence & Company College of Cosmetology is to offer an extensive accelerated educational program that prepares the successful student to pass the California State Board exam by providing a stimulating enthusiastic atmosphere to maximize the development and personal growth of each student as a total person, to help each student discover his/her potential and function as cosmetology, esthetician, manicuring, and barbering entrepreneurs and teachers of the future.

To meet that goal, we strive to provide an outstanding facility, experienced and highly trained instructors and a curriculum developed to train and graduate students that are prepared, confident and excited to enter a career within the salon and beauty industry.

History and Ownership

17*Lawrence & Company College of Cosmetology is a California corporation. The institution was established in July of 1998. Diana Rodriguez president.

*Lawrence & Company College of Cosmetology has No pending petition in bankruptcy, is operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.)

* 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.

APPROVAL DISCLOSURE STATEMENT

LAWRENCE & COMPANY COLLEGE OF COSMETOLOGY is a Private Institution and is licensed to operate by the California bureau for Private Post-Secondary Education pursuant to California Education Code Section 94311. The Bureau approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private post-secondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau Institutional approval must be reapproved every four years and is subject to continuing review.

Approved courses and curriculum are:

Cosmetology:	1000 & 1500 Clock Hours (D.O.T. #332.271-010, CIP #12.0401, SOC #39-5010)
Manicuring:	400 Clock Hours (D.O.T. #331.674-010, CIP #12.0499, SOC #39-5092)
Esthetician:	600 Clock Hours (D.O.T. #332.271-010, CIP #12.0409, SOC #39-5094)
Barbering:	1000 & 1500 Clock Hours (D.O.T. #332.271-010, CIP #12.0413, SOC #39-5010)
Instructor Trainee:	600 Clock Hours (D.O.T. #075,127-010 CIP #12.9999, SOC #39-5010)
Cosmetology Cross Over to Barber (Licensed Cosmetologist to Barber)	200 Clock Hours (D.O.T. #332.371-010, CIP # 12.0402SOC # 39-5011.00)

Lawrence & Company College of Cosmetology facilities occupancy level accommodating 95 students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently has available Federal sponsored programs, or otherwise, to provide grants or to pay for portions of tuition and fees for those who qualify.

The following are state boards, bureaus, departments or agencies which set minimum standards for our program of studies in accordance with Education Code Section 94315.12.

CALIFORNIA STATE BOARD OF BARBERING AND COSMETOLOGY

1625 N Market Blvd Sacramento, CA 94244-2260 (916) 445-1254

Lawrence & Company College of Cosmetology is Accredited by: National Accrediting Commission of Career Arts & Sciences

3015 Colvin St.

Alexandria, VA 22314 (703) 600-7600

*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**
1747 North Market, Suite 225 Sacramento, CA 95834
P.O. Box 980818 West Sacramento CA 95798-0818
Toll-free Phone –(888) 370-7589 Fax (916) 263-1897
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 (916)574-8900 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bbp.ca.gov

*All information and contents of this school catalog is current and correct and it is so certified on this date of January 5, 2024 by: Diana Rodriguez Title: President

This School is approved for Title IV from Department of Education as of December 2013

STUDENT TUITION RECOVERY FUND STATEMENT
STATE OF CALIFORNIA
STUDENT TUITION RECOVERY FUND

76215. Student Tuition Recovery Fund Disclosures

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must 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 North Market, Suite 225 Sacramento, CA 95834 (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

Bureau for Private Postsecondary Education
1747 North Market, Suite 225 Sacramento, CA 95834
P.O. Box 980818 West Sacramento CA 95798-0818
Phone 1-(916)-431-6959 Fax (916) 263-1895 www.bppe.ca.gov

FACILITIES *Lawrence & Company College of Cosmetology* location 1 in Selma CA, is a spacious 8160 sq. ft., as location 2 in Hanford CA is a spacious 7244 sq. ft air conditioned, modern facility with many benefits for our staff and students. Our school simulates salon conditions with our Milady curriculum, to help our students “learn-by-doing” with modern salon equipment, updated shampoo stations, hair dryers and a variety of salon supplies that help enhance the student’s product knowledge. A student library on the clinic floor for their resources. Eating and rest areas are provided. Each student uses a locker to keep his/her equipment and personal belongings in. Our students learn inventory control and assist in operating our supply system through working the front desk and dispense room. Our objective is to help the student become “salon ready”.

EDUCATIONAL OBJECTIVES

At *Lawrence & Company College of Cosmetology*, our prime objective is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the California State Board Exams. In the process, our secondary objective is to maximize the development and personal growth of each student as a total person, to help each student discover his/her potential and hopefully function as cosmetology, esthetician, manicuring, or barbering entrepreneurs and teachers of the future.

Our prime vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: **Hair Stylist, Hair Colorist, Manicurist, Make-up Artist** or as a **Beauty Salon Operator**. Normal progression should move him or her to positions such as **Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, Supervisor Director, or School Owner**.

The daily training operation of *Lawrence & Company College of Cosmetology* is under the instruction of a qualified Supervisor Ms. Ana Rodriguez who brings many years of valuable experience within the beauty industry and believes in continuing her education to keep abreast of the vast changes in our industry. Our Supervisor Ms. Rodriguez brings many years of administrative experience to the program. This experience compliments her great educational and managerial talents and expertise.

The resultant educational program, the teaching and training at *Lawrence & Company College of Cosmetology* represents the spectrum of cosmetology knowledge and experience. *Lawrence & Company College of Cosmetology* presents a challenging teaching and learning environment designed to maximize the student’s preparation and opportunity for success in one of today’s most exciting career fields.....the beauty industry.

The quality of *Lawrence & Company College of Cosmetology* faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers and trainers with proven expertise from virtually all cosmetology, manicuring and skin care professions. These exciting activities are carried out in an environment that is characterized by:

1. Spacious, well-lighted facilities, remodeled to meet functional school needs.
2. Salon-type equipment especially designed to properly enhance student training.
3. An educational philosophy that demands student’s adherence to exemplary professional conduct and standards.
4. An instructional methodology that provides continual individualized instructions during complete tenure of student training.

Students gain skill and confidence from training on quality equipment in comfortable surroundings. The strict observance of high professional standards enhances their future opportunities for higher paying vocational employment. The constant utilization helps develop skills to their fullest capacities. *Lawrence & Company College of Cosmetology* welcomes all persons interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious students. We will be pleased to answer all of your questions.

ADMISSIONS INFORMATION AND HOURS

***ADMISSIONS**

Applicants for the admissions may secure information Tuesday through Friday between the hours of 9:00 a.m. – 4:30 p.m. Contact person: Ms. Robin Neves or Ms. Diana Rodriguez

***FINANCIAL ASSISTANCE**

Applicants or students may secure financial information Tuesday through Friday between the hours of 9:00 a.m. – 4:30 p.m. Contact person: Ms. Robin Neves or Ms. Diana Rodriguez

***PLACEMENT ASSISTANCE**

Wednesdays and Thursdays between the hours of 10:00 a.m. – 12:00 p.m. Contact person: Ms. Diana Rodriguez or Ms. Robin Neves

ADMISSION REQUIREMENTS

Enrollees are admitted as regular students under the following criteria for all courses offered:

- A. Applicant must have a High School Diploma or its equivalent, (GED) if the Diploma is from a non US school, student must have a credential evaluation performed to confirm it meets the US requirements.
- B. If the institution has reason to believe that the high school diploma is not valid, the institution will contact the named school to verify the completion of the individual student.
- C. Valid Government Photo I.D.
- D. Social Security Card
- E. Instructor trainee applicants must have a High School Diploma or its equivalent in addition to a valid Cosmetology License.
- F. Cosmetology Cross Over to Barber must have a High School Diploma or its equivalent in addition to a valid Cosmetology License.
- G. Lawrence & Company does not recruit students already attending or admitted to another school offering a similar program of study. At this institution we do not admit ability to benefit students. (An ability to benefit student is a student who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at in institution.)
- H. Lawrence & Company College of Cosmetology has not entered into an articulation or transfer agreement with any other college or university.

STUDENT SERVICES

The following services are available to all students of Lawrence & Company College of Cosmetology (Posted on Bulletin board)

*Student Library is available to all students DVDS and Textbooks on clinic floor.

*Job placement information

*Childcare Facilities information

*Transportation

*Local Health Department information

*Career Counseling

HOUSING INFORMATION

A) Lawrence & Company College of Cosmetology has no dormitory facilities under its control.

B) There is a range of housing available in our area ranging between \$800-\$1500 per month.

C) Lawrence & Company College of Cosmetology has NO responsibility to find or assist a student in finding housing.

CAMPUS SECURITY REPORT

Lawrence & Company College of Cosmetology encourages all students, clients, and/or visitors to report any criminal activity they witness in or outside the intuition. We do not have a security officer on campus, but you may come in to call 911 from the school.

The following is the current crime statistics for 2048 Grant Street, Selma CA 93662

2023 Crime Statistics

Murder/Homicide	0	Motor Vehicle Theft	0
Rape/Sexual Offense	0	Arson	0
Breaking & Entering	0	Robbery	0
Larceny and Theft	0	Crime Rate (total incidents)	0

The following is the current crime statistics for 308 E Sixth St. Hanford CA 93230

2023 Crime Statistics

Murder/Homicide	0	Motor Vehicle Theft	0
Rape/Sexual Offense	0	Arson	0
Breaking & Entering	0	Robbery	0
Larceny and Theft	0	Crime Rate (total incidents)	0

STATEMENT OF NON-DISCRIMINATION

Lawrence & Company College of Cosmetology does not discriminate on the basis of race, color, religion, sex, handicap, financial status, and age, area of ethnic origin or residence in its admissions, instruction, or graduation policies.

CREDIT EVALUATION

Appropriate Clock Hours will be granted for prior training from another accredit school upon review and verification by college officials of its validity under the Cosmetology Act and the Board of Cosmetology Rules and Regulations.

Occasionally, a student's acceptance by the college will depend entirely on the California State Board of Barbering/Cosmetology.

FRESHMAN CLASS-ENROLLMENT

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. See *CURRICULUMS*.

The freshman class teaches you from the very beginning and introduces the basis for those areas that you will need to know to pass State Board Examinations. From this initial production, you will learn all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows: Cosmetology 200 hours, Barbering 200 hours, Esthetician 60 hours, Manicuring 40 hours, Instructor Trainee 60 hours, and Cosmetology cross over to Barbering 20 hours.

Lawrence & Company College of Cosmetology, considers the freshman classes to be the foundation for your future in the industry.

TEXTBOOKS, EQUIPMENT & SUPPLIES

Textbooks and Doll head will be issued at the beginning of the freshman class. All needed supplies and equipment will be maintained in the freshman classroom. At the beginning of mid-point Freshman training (approx... 100 hours), each student will be issued a complete kit of equipment with carrying case. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

ENGLISH AS A SECOND LANGUAGE (ESL)

*This institution does not offer English as a second language (ESL) course. The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam.

*All Classes are taught in the English Language only.

*This institution at this time does not accept students from other countries with a visa or voucher

RE-ENTRY POLICY

All students who withdraw may re-enter into the program without the loss of credit of state board hours provided it is within 5 years from the date of withdrawal which is an institutional policy. All student records are stored for five years

and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional 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 field there is a great deal of standing, walking, pushing, bending, and stretching and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands.

COURSE OF STUDY

***COSMETOLOGY COURSE (1000 & 1500 CLOCK HOURS):**

The course of study for students enrolled in a cosmetology course shall consist of fifteen hundred or one thousand clock hours of technical instructional and practical operations covering all practices constituting they are of cosmetology. (Please see page 30)

Educational Goals: The cosmetology course goal is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist. (D.O.T. #332.271-010, CIP #120401)

***MANICURING COURSE (400 CLOCK HOURS):**

The course of study for students enrolled in a manicuring course shall consist of four hundred clock hours of technical instructional and practical operations covering all practices constituting they are of manicuring. (Please see page 41)

Educational Goals: The manicuring course goal is designed to prepare students for the state licensing examination and for profitable employment as a Manicurist. (D.O.T. #332.271-010, CIP #120499)

***ESTHETICIAN COURSE (600 CLOCK HOURS):**

The course of study for students enrolled in a esthetician course shall consist of six hundred clock hours of technical instructional and practical operations covering all practices constituting they are of esthetics. (Please see page 35)

Educational Goals: The esthetician course goal is designed to prepare students for the state licensing examination and for profitable employment as an Esthetician. (D.O.T. #332.271-010, CIP #120409)

***BARBERING COURSE (1000 & 1500 CLOCK HOURS)**

The course of study for students enrolled in a barbering course shall consist of fifteen hundred or one thousand clock hours of technical instructional and practical operations covering all practices constituting they are of barbering. (Please see page 37)

Educational Goals: The barbering course goal is designed to prepare students for the state licensing examination and for profitable employment as a Barber. (D.O.T. #332.271-010, CIP #12.0413)

***INSTRUCTOR TRAINEE COURSE (600 CLOCK HOURS)**

The course of study for students enrolled in an instructor course shall consist of six hundred clock hours of technical instructional and practical operations covering all practices constituting they are of an instructor. (Please see page 43)

Educational Goals: The instructor trainee course goal is designed to prepare students for the state licensing examination and for profitable employment as an Instructor. (D.O.T. #332.271-010, CIP #12.09999)

***COSMETOLOGY CROSS OVER TO BARBER (Licensed Cosmetologist to Barber) (200 Clock Hours)**

The course of study for students who hold a current Cosmetology license enrolled in the cross over course shall consist of 200 clock hours of technical instructional and practical operations covering all practices constituting they are of barbering (Please see page 44)

Educational Goals: The cosmetology cross over to barber course goal is designed to prepare students for the state licensing examination and for profitable employment as a Barber. (D.O.T. #332.271-010, CIP # 12.0402 SOC # 39-5011.00)

CLASS SCHEDULES 2024

All CLASSES HELD AT: **2048 Grant St. Selma CA 93662**

ALL COURSES OFFERED **TUESEDAY – SATURDAY**
Full Time 9:00am – 4:00pm 30 Hour Week
Part Time 9:00am – 2:00pm 20 Hours Week

All CLASSES HELD AT: **308 E Sixth St Hanford CA 93230**

ALL COURSES OFFERED **TUESEDAY – SATURDAY**
Full Time 9:00am – 4:00pm 30 Hour Week
Part Time 9:00am – 2:00pm 20 Hours Week

Lawrence & Company College of Cosmetology is closed on Sundays and Mondays

SCHEDULED HOLIDAYS

Independence Day- July 4th **Thanksgiving- Novemeber-26st - 30th**

Christmas/New Years- Dec 24th - Jan 7th *A special holiday may be declared for emergencies or special reasons.

Holidays of all religious beliefs are respected and allowed.

ORIENTATION

Orientation classes are held every Friday prior to the start date of a new class. Orientation is held from 9:30 a.m. – 10:30 a.m. at the Selma location or 1:00 p.m. to 2:00 p.m. at the Hanford location.

CLASS START DATES:

Selma Location

All Courses: 01/02/2024, 02/06/2024,03/05/2024,04/02/2024, 05/07/2024, 06/04/2024, 07/02/2024, 08/06/2024, 09/03/2024, 10/01/2024, 11/05/2024, 12/03/2024.

Hanford Location

Esthetician, Barbering: 01/16/2024, 02/20/2024, 03/19/2024, 04/16/2024, 05/21/2024, 06/18/2024, 07/16/2024, 08/20/2024 09/17/2024, 10/15/2024, 11/19/2024, 12/17/2024.

*Schedules subject to change without notice.

All new students, and transfer students are required to attend orientation class, and received a written or electronically school catalog prior to admission. The Catalog is available on our website to all prospective students and to the general public. (www.Lawrencecosmetology.com)

**Note: A student is not enrolled until an enrollment agreement is completed and signed. As a perspective 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.*

ATTENDANCE STATUS

Full Time students are required to attend a minimum of 30 hours per week.

Part Time students are required to attend a minimum of 20 hours per week

COURSE INCOMPLETENESS

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction.

SCHOLARSHIPS

Our college does not award any institutional scholarship incentives.

Distance Education

At this time Lawrence & Company College of Cosmetology does not offer Distance Education.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

This institution expects ALL students (Title IV and Non-Title IV recipients) including full and part time students enrolled in any of the courses offered at this institution to maintain Satisfactory Academic Progress (SAP) as established by this institution under the guidelines of the, institution's accrediting body the student must:

1. Maintain a Qualitative/Grade average of "C" (70%) or better at the end of each evaluation period. Must consist of grades, work projects completed, or other factors measurable against a norm. Both academic and attendance performances are evaluated "on a cumulative basis."
2. Maintain a Quantitative/Pace level of at least 67% of the scheduled hours indicated on your enrollment contract and at each evaluation period. Regardless of the average level of attendance, students who have more than two consecutive weeks of absences (14 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined elsewhere in this catalog.
3. Complete the course within a maximum time frame of one-half ($1\frac{1}{2}$) times the length of the course as stated in the enrollment agreement. For example, if the students has contracted to complete the course within 40 weeks (100% full time) (including grace time for absences), he or she must complete within 60 weeks (150% part-time).
4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of academic year of the course to be considered as meeting satisfactory progress at the end of an evaluation period will be considered to be making satisfactory progress until the next evaluation.
5. **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. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both attendance and academic requirements, he/she will be deemed ineligible for Federal Student Aid. A student may appeal this decision and if approved, be placed on Probation for the next payment period.
6. **Probation:** Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be deemed ineligible for Federal Aid are not considered to be making satisfactory academic progress. The student can appeal the decision. 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, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.
7. **Determination of Progress Status:** Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Student s will receive a hard-copy of their Satisfactory Determination at the time of each of the evaluations. 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. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation.
8. **Re-establishment of SAP:** A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student only for that payment period under the probation status.
9. **Interruptions, Course Incompletes, Withdrawals:** If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress statutes 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 students 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 withdraw. Course Incomplete's/ Repetitions and Non-Credit Remedial Program: Course incomplete's, repetitions, and non-credit remedial courses have no effect upon a student's satisfactory progress status in this school.

10. Appeal Procedure: If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) calendar days. The student must submit a written appeal to the school on the designated form 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. 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. 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 reinstate, if applicable.

Grading System:	Superior Performance	100%-90%	=A
	Above Average	89%-80%	=B
Minimum Academic Status----->Average		79%-70%	=C
	Unsatisfactory	69%-60%	=D
	Fail	59%- 0%	=F

11. Evaluation points and Payment Periods: Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The Frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements. Evaluations are conducted at the end of each payment period at the evaluation point indicated below. Student's compliance with the satisfactory academic progress policy is evaluated as follows:

12. Transfer Hours from another Institution: Lawrence & Company College of Cosmetology has the right to review consideration for transfer of any student within any offered course in our institution. Cosmetology & Barbering course transfers must have less than 200 hours. Esthetician and Instructor Trainee must have less than 150 hours, Manicuring must have less than 50 hours in order to transfer and have hours counted as both attempted and completed hours.

STUDENT EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress at the point at which the actual hours of the course are completed.

Cosmetology/Barbering 1000 hours: 450 actual hours and 15 weeks full time 22.5 weeks part time
900 actual hours and 30 weeks full time 45 weeks part time

Cosmetology/Barbering1500 hours: 450 actual hours and 15 weeks full time 22.5 weeks part time
900 actual hours and 30 weeks full time 45 weeks part time
1200 actual hours and 40 weeks full time 60 weeks part time

Esthetician: 300 actual hours and 10 weeks full time 15 weeks part time

Manicuring: 200, actual hours and 6.6 weeks full time 22.5 weeks part time

Instructor Trainee: 300 actual hours and 10 weeks full time 15 weeks part time

Cosmetology Cross over to Barber: 100 actual hours 3 weeks full time 5 weeks part time

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

Transfer Hours: With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted

MAXIMUM TIME FRAME

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

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology/Barbering (Full time, 30 hrs./wk.) - 1000 Hours	50 Weeks	1500
Cosmetology/Barbering (Full time, 30 hrs./wk.) – 1500 Hours	75 Weeks	2250
Esthetician/Instructor Trainee (Full time, 30 hrs./wk.) – 600 Hours	30 Weeks	900
Manicuring (Full time, 30 hrs./wk.) – 400 Hours	20 Weeks	600
Cosmetology Cross over to Barber (Full time, 30 hrs./wk.) – 200 Hours	10 Weeks	300

*The institution operates all programs according to a schedule of 900 hours and 30 weeks per academic year of instruction.

*Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

Quantitative Standards The maximum time students are allowed to complete their training is one and one-half (1 ½) times the program length. Failure to successfully complete the program within this maximum time frame will result in counseling.

Program of Study	Cosmetology Barbering 1000hr	Manicuring	Estheticians /Instructor Trainee	Cosmetology Barbering 1500hr	Cosmetology Cross Over to Barbering
Program Length (Weeks)	33	14	20	50	7
Program Length (Clock Hours)	1000	400	600	1500	200
Evaluation Point 1 (Weeks)	15	1	9	15	4
Evaluation Point 1 (Clock Hours)	450	40	300	450	100
Evaluation Point 2 (Weeks)	30	6	13	30	7
Evaluation Point 2 (Clock Hours)	900	200	450	900	200
Evaluation Point 3 (weeks)	N/A	N/A	N/A	40	N/A
Evaluation Point 3 (Clock Hours)	N/A	N/A	N/A	1200	N/A
Maximum Time Frame 150% (Weeks)	50	17	30	81	10.5
Maximum Time Frame 150% (Clock Hours)	1500	600	900	2250	300

REPORT CARDS

Students Report Cards are issued in separate stages in accordance to each Student’s specific program and in accordance to the school’s practices and guidelines of the academic year:

Cosmetology or Barbering 1500 hrs.: (450 hours, at 900 hours and at 1200 hours 1500 hours of course)

Cosmetology or Barbering 1000 hrs.: (450 hours, at 900 hours and 1000 hours of course)

Estheticians: (At 300 hours mid-point and 600 hours of course)

Manicuring: (At 200 hours mid-point and 400 hours of course)

Instructor Trainee: (At 300 hours mid-point and 450 hours of course)

Cosmetology Cross Over to Barber: (At 100 hours mid-point and 200 hours of course)

GRADING SYSTEM

Students are evaluated on a regular basis on THEORY, PRACTICAL, and CLINICAL work. The evaluations are measured on a standard grading system based on percentage point grade. Evaluation forms are issued to students at the correct intervals of their program. The evaluation forms reflect the overall attendance and the academic progress of each student.

PLEASE NOTE: Each student **MUST** maintain a (70%) or “C” average to maintain a satisfactory academic status. (See page 11 for the grading system.)

Grading System:	Superior Performance	100% - 90%	=A
	Above Average	89% - 80%	=B
Minimum Academic status---→	Average	79% - 70%	=C
	Unsatisfactory	69% - 60%	=D
	Fail	59% - 0%	=F

APPEAL POLICY

As a student you have a right to appeal a failure to maintain satisfactory academic progress. Common grounds for an appeal include the death of a relative of the student, the injury or illness of the student or other special circumstances. The student's written appeal must explain why the student failed to maintain satisfactory progress and what has changed to allow the student's academic performance to improve by the end of the next evaluation period. You may request an Appeal Form through the Financial Aid Office.

TIMECARD CREDIT GUIDE

The State Board of Cosmetology only recognize clocked-time punched hours of attendance, as a result of this requirement, Lawrence & Company College of Cosmetology can only be given clock-hours for credit to students who record their time and attendance using the provided punch-in and out at the beginning and ending of each day, including their lunch period.

The grace period for clocking-in is seven (7) minutes at the beginning of each class. In order to receive credit for (1/4) of an hour at the beginning of the day and at the beginning of a student's lunch period.

Please note: Once a theory class has begun, no one is allowed to enter and disrupt the classroom under any circumstances.

At the conclusion of each week a new timecard is prepared based on the previous accruals of the previous timecard. Weekly time accruals are carried forward in the timecard as an accumulative total reflected in the cumulative column and as such time is carried forward with each time card. All timecards **MUST** be signed weekly by the student and the instructor.

Time cards reflect the students' weekly record of hours and operational tasks. It is of the utmost importance for hour and operational tasks are accurately reflected in time cards. All timecards need to be legible to ensure accurate credit and proper transfer of time and operational tasks to the roaster of official file.

Time cards are Lawrence & Company College of Cosmetology property and as such, they are to remain in the school premises at all times. Upon arrival to school premises and clocking-in each student is expected to be properly groomed in required and mandate uniform. All non-Lawrence & Company College of Cosmetology academic material or activity is not permitted, nor is it tolerated.

There is a zero-tolerance policy in engaging in non-school activities, reviewing or focusing on materials which are not directly related to a student's course, assignment, or training. A student who engages in these activities will be required to immediately cease such activity and/or clock-out for the remainder of his/her day. Continuous activities of such nature can result in termination and or suspension.

TIME CARD CREDIT

The following is used by instructors in order to issue credit accordingly:

- Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
- The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
- The portion of the time card concerning operations is to be applied efforts of the students as they manually perform practical subject.
- Some practical operations may take longer to perform according to the student.

Note: The following are timed allowances imposed by the California State Board of Cosmetology for each specific operation.

Shampoo/Set = 1 ½ hours (90 Minutes)	Facial = 1 ½ -2 hours (90 to 120 minutes)
Hair Cut= ½ to 1 hour (30 to 60 Minutes)	Permanent Wave = 2 – 2 ½ hours (120 to 150 minutes)
Manicure =½ hour (30 Minutes)	Scalp Treatment = ½ to 1 hour (30 to 60 Minutes)

The above guide is used by the State Board of Cosmetology to evaluate the training and preparedness of each student. As such, the State Board of Cosmetology does not expect a student to perform three permanent waves per day.

Credits of Transferability

Lawrence & Company College of Cosmetology has the right to review consideration for transfer of any student within any offered course in our institution. Cosmetology & Barbering course transfers must have less than **200 hours**. Esthetician and Instructor Trainee must have less than **150 hours**, Manicuring must have less than **50 hours** in order to transfer. We do not accept transfer hours for the Cosmetology Cross Over to Barbering. The school will evaluate each student transfer at no charge and will give the student the credit from schools transferred documentation. Student will be given a credit and can choose to transfer with a registration and app fee.

*The institution has not entered into an articulation or transfer agreement with any other college or university.

DISCLOSURE OF EDUCATION RECORDS (FERPA)

Adult students, parents or guardians of minor students, and parents of tax dependent minors, have the right to inspect, review and challenge information contained in their education records with written request. However, a staff member must be present. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. School will maintain files indefinitely. Parents are not entitled to inspect the financial records of their students. Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

STUDENT RECORDS POLICY

It is the school's policy that all students that graduate or withdraw must request an official transcript with all their information regarding school documents. Lawrence & Company College of Cosmetology retains records of any students **for 5 years and transcripts indefinitely** here at the institution at 2048 Grant St. Selma, CA 93662, or 108 E Sixth St. Hanford CA 93230 if you do not retain documentation at the time of withdraw you may request a copy by mail at the addresses mentioned above. There will be a \$50.00 Fee for a copy of records. Lawrence & Company College of Cosmetology will permanently keep copies of transcripts and certificate on campus.

GRADUATING REQUIREMENTS

When a student has completed the required number of program hours and the number of theory/practical operations of a course they are enrolled in with a GPA of "C" (70%) or better the student will be awarded a certificate of completion of all requirements.

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 subjects matter prior to graduation.

PLACEMENT/EMPLOYMENT

Lawrence & Company College of Cosmetology job placements assistance is provided to graduates and students at no additional charge Upon Graduation, Students name is recorded in annual report and the process follow –up begins. When students take the State Board examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance. Instructors assists students in placements as often as needed; however, the school does not guarantee placement to any student. The school places job Positions on the bulletin board that can be accessed by all the students.

CAREER COUNSELING/PERSONAL ATTENTION

Students are counseled individually, as often as necessary, at least every twelve (12) weeks to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc.... with students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time.

VACCINATION POLICY

At this time, Lawrence & Company College of Cosmetology does not have requirements regarding vaccinations. You may seek vaccinations at our local health department.

GAINFUL EMPLOYMENT

We are new in Title IV participation therefore, there is no sufficient data.

SEXUAL HARRASMENT POLICY

The school is committed to maintaining at all times, a learning and working environment free of sexual harassment and intimidation. Sexual harassment of or by any volunteer, administrator, faculty member, employee, student or guest is strictly prohibited.

LEAVE OF ABSENCE POLICY

Occasionally students may experience extended personal, medical, or unforeseen events which may impede them from attending class. Lawrence & Company College of Cosmetology allows for these unique circumstances by allowing a Leave of Absence (LOA) from the program. However, LOAs can only be granted under special circumstances and if the request is formally made in writing, submitted in advance by the student and includes the reason for the student's request and the student's signature. Approval may be granted by a Lawrence & Company College of Cosmetology supervisor.

The student must request the Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the LOA in advance.

We may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the school documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.

Lawrence & Company College of Cosmetology will consider approval of a LOA if there is a reasonable expectation that the student will return from their Leave of Absence.

Whether the circumstances are for personal or unforeseen events LOAs are granted for 30 days. In rare cases, such as a serious medical condition an LOA may be granted for up to 6 (six) months providing there is a written request from the student's physician.

Lawrence & Company College of Cosmetology recommends that unless there is a serious need, do not request an LOA. LOA's can only be granted once every 12 months. Students returning from authorized LOAs will retain all credit for clocked hours and projects completed prior to their departure. Additionally, students returning from authorized LOAs will also resume their academic progress status held prior to their LOA departure. Once you return from a LOA the school will extend the student's maximum time frame and the contract period by the same number of Calander days taken in the LOA. Changes to the contract period on your enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

Lawrence & Company College of cosmetology will not assess the student any additional institutional charges as a result of the LOA. Please note, the LOA together with any additional leaves of absence must NOT exceed a total of 180 days in any 12- month period. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. **PLEASE NOTE:** Any student that does not return to school at the expiration of their approved LOA, or a student takes an unapproved LOA), the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

LICENSING REQUIREMENTS

State of California licensing qualifications as set forth by the Board of Barbering and Cosmetology

- Be at least 17 years of age.
- Has completed the 10th grade in a public school or its equivalency.
- Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.
- Has completed the following hours in a Board approved school or has completed a 3200-hour apprentice program:
Cosmetologist – 1000 Hours, Esthetician – 600 Hours, Manicurist – 400 Hours, Barber – 1000 hours, Cosmetology Cross Over to Barbering-200 Hours

ADDITIONAL LICENSING REQUIREMENTS:

In addition to the general requirements, an applicant for a cosmetology license is entitled to the license if the applicant:

1. Is at least 17 years of age;
2. Supplies proof of successful completion of the 10th grade in California or its equivalent and;
3. Has done any of the following:
 - a. Completed a course in cosmetology from a school approved by the board or;
 - b. Practiced cosmetology, as defined in this chapter, outside of California for a period of time equivalent to the study and training of a qualified person who has completed a course in a 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 of qualification under paragraph (1) of this subdivision or;
 - c. Holds a license as a barber in California and has completed a cosmetology crossover course in a school approved by the board or;
 - d. 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 or;
 - e. Completed the apprenticeship program in cosmetology specified in Article 4 (commencing with section 7332)

GROUND FOR DENIAL OF A LICENSE

1. A board may deny a license regulated by this code on the grounds that the applicant has one of the following:
 - a. 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.
 - b. Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or; done any act which if done by a licensee 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.
2. 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 under subdivision (a) of Section 482.
3. 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.

STATE LICENSURE REQUIREMENTS

The course is designed to lead to a position in the cosmetology field, which requires licensure by the state. The curriculum for students enrolled in a Cosmetology course shall consist of 1000 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical operations shall mean the time it takes to perform a practical operation.

To become a licensed Cosmetologist, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must pay the required fee, be at least 17 years of age, completed the 10th grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and completed the 1000-hour requirements as listed above in an approved California Cosmetology school. A Social Security Number is required to take the Cosmetology Test with the California Board of Barbering and Cosmetology. State board examinations are given in Fairfield and Glendale and the Board notifies the student of their expected examination date. The candidate for examination must pass the written and practical tests to receive a license. A candidate passing the written and practical examination and Board receipt of a 'Proof of Training' document issued by the school entitles the examinee to issuance of a state license.

PROBATION AND DISMISSAL POLICY

Grounds for Probation

- A. Not meeting SAP requirements of 70% or better in academics.**
- B. Not meeting SAP requirements of 67% or better in attendance.**
- C. Not meeting dress code**
- D. Not following the School Rules and Policy**

Grounds for Dismissal

- A. ZERO TOLERANCE FOR ALCOHOL AND DRUGS**
- B. 14 OR MORE ABSENCES WITHOUT NOTIFICATION**
- C. DEGRADING LANGUAGE, VULGAR GESTURES AND/OR GANG RELATED**
- D. FIGHTING OR PHYSICAL/MENTAL ABUSE**
- E. RUDNESS TO CLIENTS, FELLOW STUDENTS AND/OR TEACHERS/STAFF**
- F. ANY TYPE OF ILLEGAL KNIVES/WEAPONS ON SITE**
- G. DAMAGE TO PRIVATE PROPERTY**

TUITION POLICIES AND FEES

All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly or monthly) are available

TUITION AND FEE SCHEDULE

Course	Tuition	App. Fee	Reg. Fee	Book	Kit	STRF	Tax	Total Charges	Week
Cosmetology/Barbering 1000 hours	\$17,000.00	\$25	\$75	\$400	\$1500	\$47.50	\$165	\$19,212.50	33
Manicuring	\$3,200.00	\$25	\$75	\$170	\$720	\$10	\$78	\$4,278.00	15
Esthetician	\$10,200.00	\$25	\$75	\$400	\$1650	\$30.00	\$144	\$12,524.00	20
Cosmetology/Barbering 1500hours	\$18,000.00	\$25	\$75	\$400	\$1500	\$50.00	\$165	\$20,215.00	50
Instructor Trainee	\$7200.00	\$25	\$75	\$150	\$775	\$0.00	\$81	\$8,306.00	20
Cosmetology Cross Over to Barber	\$2400.00	\$25	\$75	\$400	\$1500	\$0.00	\$165	\$4565.00	7

*The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program are the same.

*Note: The student has the right to a refund 100 percent of the amount paid for institutional charges, less the \$75.00 registration fee if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

*Once used, kits are not returnable or refundable due to sanitary conditions.

*Note: Length of time in course depends on the number of hours the student contracts for/on a monthly basis specified in the Enrollment Agreement.

*Charges for a period of attendants will be charged on an hourly rate (your program hours divide by your cost of tuition will be you balance).

EXTRA INSTRUCTION CHARGES

Students are expected to complete their training within the maximum time allowed as specified in the Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required for the completion of the course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour, as follows: \$10.00 an hour for overtime charges for all courses.

Former Students requiring preparation for the State Board Exam will be billed at the course hourly rates, and a fee of \$50.00 for processing. Former Students must also furnish their own equipment.

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

COSMETOLOGY: \$12.00/HR MANICURING: \$12.00/HR BARBERING: \$12.00/HR ESTHETICIAN: \$17.00/HR INSTRUCTOR TRAINEE \$12.00/HR COSMETOLOGY CROSS OVER TO BARBER \$12.00/HR

METHOD OF PAYMENT

During our interview of prospective students, for those students who wish to pay their own way through school, the Financial Advisor will develop a personalized payment program for each individual. The school accepts payments in the form of cash, credit card, money order, cashier check, or Title IV payments for those who qualify.

DRUG POLICY

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-692), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic disease, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substance at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution, will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

The institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after the conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

**DIRECTOR OF GRANTS AND SERVICES, UNITED STATES DEPARTMENT OF EDUCATION
400 MARYLAND AVENUE SW
ROOM 3124, GSA REGIONAL OFFICE BLDG., #3
WASHINGTON, DC 20202-4571**

The report must be made within 10 days after the conviction.

DRUG ABUSE PREVENTION PROGRAM

The college makes the following information available to its students, staff and instructors:

Any individual associated with Lawrence & Company College of Cosmetology who is seeking information, counseling or assistance concerning Drug Abuse Prevention may call or visit the following agency:

**Champions
311 N Douty St
Hanford, CA 93230
(559) 583-9300**

Financial Aid Disclosure *Lawrence & Company College of Cosmetology offers Title IV programs and you can apply at www.studentaid.gov. School code **042261**. *Notice of available GED training.*Campus Security Act Disclosure Statement * Drug and Alcohol Abuse Policy Statement * Admissions Disclosure from * School performance fact sheet * Enrollment Agreement (sample) **Lawrence & Company College of Cosmetology Participates in federal and State Financial Aid Programs**

Financial Aid Programs

The following are brief descriptions of the Federal financial aid programs available at Lawrence & Company College of Cosmetology under the Title IV program:

Federal: Pell Grant, Subsidizes Loan, Unsubsidized Loan, and Parent Plus Loan.

A Federal Pell Grant does not have to be repaid. The amount depends on your financial need, costs to attend school, and the program of study. If your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, you may be eligible for additional Federal Pell Grant funds.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on available funds and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attending school.

Federal Work-Study (FWS)

Federal Work-Study provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. Jobs are limited and students must maintain a minimum required GPA and attendance percentage to qualify.

William D. Ford Federal Direct Loan Program

Direct Loan programs consist of low-interest loans for eligible students to help cover the cost of education. Eligible students borrow directly from the U.S. Department of Education. Direct loans include Direct Subsidized, Direct Unsubsidized and Direct PLUS loans.

Direct Subsidized Loan

Direct Subsidized Loans are available to eligible students with financial need. Students may borrow funds at a fixed interest rate established annually by the U.S. Department of Education. The interest is paid by the federal government while students are in school.

Direct Unsubsidized Loan

Direct Unsubsidized Loans are available for eligible students to borrow for additional education costs. Students may borrow funds at a fixed interest rate established annually by the U.S. Department of Education. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the Direct Subsidized Loan Program.

Parent Plus Loan

Direct Plus Loans are available for eligible parents of students to borrow for additional education costs. Parents may borrow funds at a fixed interest rate established annually by the U.S. Department of Education. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the Direct Plus Loan Program.

*A NOTE ABOUT STUDENT LOANS: If A student obtains a loan to pay for educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund and that if the student has received federal student financial aid funds, the student is entitled to refund of the monies not paid from federal student financial aid programs fund.

VERIFICATION POLICY

Verification is a process which requires an institution to confirm the accuracy of certain information used to determine a student's eligibility for federal student assistance. A student's file may be selected for verification by either the school or by the U.S. Department of Education. If a student's file has been selected for review under the verification process, depending upon the reason the file was selected, some or all of the following information may be requested from the student:

A completed Verification Worksheet, signed by the student, spouse or parent when applicable.

A copy of an IRS Tax Return Transcript from the U.S. Internal Revenue Service will be required unless the student (and parents where applicable) have properly used the IRS Data Retrieval Tool to import tax information into the student's FAFSA record. A Tax Return Transcript will serve to confirm the accuracy of income and other tax related amounts that the student reported on his/her FAFSA application if the IRS/DRT has not been used.

Other documentation may be requested by the institution to verify the accuracy of your application

Students must provide the above information to the institution within 120 days of the student's last date of attendance, or before the respective award year funding processes close in accordance with dates published annually in the Federal Register, whichever is earlier. Failure to complete the verification requirements on a timely basis may result in forfeiture of any federal aid awarded during the award year.

Professional Judgment Policy

If the EFC computed by the CPS doesn't seem to fit the students or family's real and most current financial situation, the law allows you to use a Professional Judgement to make "reasonable adjustments on a case-by-case basis to the data used in the calculations. Special circumstances that might support a professional judgment may include (but not limited to) recent unemployment of applicant, spouse, or parent; unusual medical expenses not covered by insurance; unusually high Child or dependent care cost; being homeless and/or a dislocated worker; or other changes in the family's income or assets. For more information you may contact the Financial Aid Office.

Constitution Day

Lawrence & Company College of Cosmetology celebrates Constitution Day on or near September 17th each year. For more information visit www.constitutionday.com

Voter Registration

Students are encouraged to register to vote in the State and Federal Elections. Voter Registration and Election Date information for the state of California can be found at www.sos.ca.gov
For information on Voter Registration and Election Dates for Federal Elections visit www.eac.gov/voterresources.

TIME CLOCK RULES

All Student Schedules are 9:00am to 4:00pm (full time) 9:00am to 2:00pm (part time)

*The time clock will be turned on at **9:00 am** every day, if you arrive before you will not receive extra time. *The time clock will be turned off at **9:08 am** and turned back on at **10:00 am** on Tuesday, Wednesday, and Thursday only.

*The last clock out time recorded will be at **4:30 pm** to students that may have late clients.

*Your actual punch in time will be rounded to the nearest **5** minutes.

RIGHT TO REFUND

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rated refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

CANCELLATION/WITHDRAWAL POLICY

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

Cancellation may occur when the student provides a written notice of cancellation at the following address: Lawrence & Company College of Cosmetology 2048 Grant St. Selma, CA 93662

1. A student may notify the institution of his/her withdrawal in writing. (mailed, emailed, or hand delivered)
2. A student on an approved leave of absence may notify the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from leave of absence or the date the student notifies the institution that the student will not return.
3. A student that is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
4. In the above events, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

Refund Policy: For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal 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. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- A. An applicant not accepted for training by the school shall be entitled to a refund of all monies paid.
- B. If a student (or in case of a student under legal age, his parent or guardian) cancels his/her contract and requests his/her money back in writing by producing a signed and dated copy of the Cancellation Notice, by the seventh day after enrollment date, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.
- C. If the student cancels his/her enrollment after the seventh day of classes without the student starting classes, he shall be entitled to a refund of all monies paid to the school less a withdrawal fee of **\$75.00**. **The cost of the kit and supplies are not refundable after the cancellation period due to sanitary reasons.**
- D. A student notifies the institution of his/her withdrawal in writing.
- E. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from leave of absence or the date the student notifies the institution that the student will not return.
- F. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- G. For a student who ceases attendance at an institution that is required to take attendance, including a student who does not return from an approved leave of absence, the student's withdrawal date is the last date of academic attendance as determined by the institution from its attendance records.
- H. In type B, C, D or E, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- I. In the event Lawrence & Company College of Cosmetology ceased to operate after a student has been enrolled, the student is and shall be entitled to a full tuition refund. In the event a student wishes to transfer, due to Lawrence & Company College of Cosmetology no longer in operation and the student is enrolled in the cosmetology, barbering, esthetician, manicuring instructor trainee, or cosmetology cross over to barber course, the following applies:

- J. Student's hours are transferrable from one Cosmetology school to another. The Pro-rated refund policy will be applied if you have earned any clock hours beyond the cancellation period of 7 days after enrollment.
- K. An exception to the above policy is as follows: A student whom elects not to accept the verification of training hours or does not elect to pursue a program of cosmetology, barbering, esthetician, manicuring, Instructor Trainee or Cosmetology Cross Over to Barbering with another institution shall be entitled to a full tuition refund.
- L. If a course is canceled subsequent to enrollment, the school retains the right to the following options: 1. Provide a full refund of all monies paid 2. Provide completion of the course.

Determining Refund Amount For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of **days scheduled to attend**, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

Post-Withdrawal Disbursement: A) The institution must disburse directly to a student any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account. The institution must make the disbursement as soon as possible, but no later than 45 days after the date of the institution's determination that the student withdrew. B) The institution must make a direct disbursement of any loan funds that make up the post-withdrawal disbursement only after obtaining the student's, or parent's in the case of a parent PLUS loan, confirmation that the student or parent still wishes to have the loan funds disbursed. Loans must be offered to the student within 30 days, allowing the student at least 14 days to respond. All post-withdrawal disbursements are applied to student accounts first.

Title IV, HEA credit balances. A title IV, HEA credit balance occurs whenever the amount of title IV, HEA program funds credited to a student's ledger account for a payment period exceeds the amount assessed the student for allowable charges associated with that payment period. A title IV, HEA credit balance must be paid directly to the student or parent as soon as possible, but no later than—Fourteen (14) days after the balance occurred if the credit balance occurred after the first day of class of that payment period; or Fourteen (14) days after the first day of class of a payment period if the credit balance occurred on or before the first day of class of that payment period. If the R2T4 calculation results in an amount to be returned that exceeds the school's portion, the student must repay those funds.

ENROLLMENT TIME is defined as the hours of attendance and the portion of the course completed on the student's last day of physical attendance in school: Any monies due to the applicant or student shall be refunded promptly after receipt of the a formal cancellation from the student as defined in item B or formal termination initiated by the Lawrence & Company College of Cosmetology whichever shall occur no more than 15 days from the last day of the student's physical attendance, or in the case of leave of absence, the documented date of scheduled returns.

Student Loans If you received a student loan(s) to cover the cost of the program, any granted refund will be returned to the lender to reduce the loan debt. In the event the amount of the refund exceeds the unpaid balance, the student loan (s) balance shall be returned to the student.

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.

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.

Example Refund Calculation

Hypothetical Example (Clock Hour Program) State Pro-rata Policy: Assume that a student, upon enrollment in a 1600 hour course, pays \$6,800.00 for tuition, \$75.00 for registration, and \$525.00, (documented cost to the school) for equipment as specified in the enrollment agreement and withdraws after completing 600 hours without returning (due to sanitary reasons) the equipment he/she obtained. The pro-rata refund to the student would be \$4,250.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in good condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned and paid by the student.

Total Paid	<u>\$ 7,400.00</u>	Tuition Cost	<u>\$ 6,800.00</u>	Paid for Instruction	<u>\$ 6,800.00</u>
*Less Registration		Hours in			
*Fee (Not Refundable)	<u>75.00</u>	Course	<u>1600</u>	(Hours Attended	<u>600)</u>
*Less Cost of Un- returnable equipment	<u>525.00</u>	Hourly Charge	<u>\$ 4.25</u>	Tuition Owed	
			<u>600 X \$ 4.25</u>	<u>\$ 2,550.00</u>	
Equals amount paid For instruction	\$ 6,800.00	Refund Due	\$ 4,250.00		

“Contract Price” reflects the amount of tuition, fees and other costs for which the student has contracted to pay EXCEPT the value of equipment, books, and supplies.

“Amount Paid for Instruction” reflects the total amount paid to the school for tuition, fees, and all other charges for which the student has paid EXCEPT the value of equipment, books, and supplies WHICH ARE NOT REFUNDABLE.

Refund Calculations: This institution calculates refunds according to State Accrediting Agency requirements. The calculation will be based off the students scheduled hours. In case of disabling illness or injury, death in the student’s immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

RETURN OF TITLE IV

Special note to students receiving Unsubsidized/Subsidized/PLUS/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 receive 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 any refunds are due based on the Return of the 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 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 the schools in the neighborhood.

STUDENT LOANS

If A student obtains a loan to pay for educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund and that if the student has received federal student financial aid funds, the student is entitled to refund of the money's not paid from federal student financial aid programs fund.

RECOVERIES & REFUNDS

In any case where a refund is due, the application of the refund will be made as follow: to the student and shall be made within 45 days. When student requests a transfer to another school, the institution will prepare all of the academic and financial documentation requested by the student.

COLLECTION POLICY

Students with an outstanding balance will be notified by mail with payment due within 180 days. If no payment or payment arrangements are made within that time frame the account will be turned over to Kings Credit Services for collection.

GRIEVANCE POLICY

It is highly recommended but not mandatory to bring all complaints first to the attention of the institution. In most cases this will resolve the complaint faster and will result in satisfactory results. We suggest that students use this internal process first, but that it is not required and they may contact the Bureau at any time. The Institutions grievance policy is available to students wishing to file a grievance. A student considering filing a grievance should attempt to resolve the concern directly with the appropriate staff/faculty member and/or student. If the student is not satisfied or not willing to address the issue with the individual, the student should follow the grievance procedures outlined below:

STEP I: Contact Instructor

STEP II: Contact Financial Aid Officer

STEP III: Contact Director

All grievances regardless of the nature will be reviewed evaluated, and addressed in a timely manner. If the grievances are an emergency it will be addressed within 24 hours.

STEP IV: If student is not satisfied with the outcome they may contact:

Bureau for Private Postsecondary Education
1747 North Market, Suite 225 Sacramento, CA 95834
P.O. Box 980818 West Sacramento CA 95798-0818
Phone /1(888)370-7589 Fax (916) 263-1895 www.bppe.ca.gov

OSAR Statement

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

Lawrence & Company College of Cosmetology

2048 Grant street Selma, CA 93662 (559) 891-8108

NOTICE OF STUDENT RIGHTS

1. You may cancel your contract for school, without any penalty or obligation by the seventh business day following your first class session as described in the Notice of Cancellation form that will be given to you at

“The first class you go to” or,
“With the first lesson in a home study or correspondence course”
(Whichever is applicable)

A different cancellation policy applies for home study or correspondence courses. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form; ask the school for a sample copy.

2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Vocational Education at the address and telephone number printed below for information.
4. If you have any complaints, questions, or problems which you cannot work out with the school, write or call:

State of California Department of Consumer Affairs

Bureau for Private Postsecondary Education
1747 North Market, Suite 225 Sacramento, CA 95834
P.O. Box 980818 West Sacramento CA 95798-0818
Phone 1-(916)-431-6959 Fax (916) 263-1895
www.bppe.ca.gov

Lawrence & Company College of Cosmetology

POLICIES AND RULES

- School Hours are Tuesday through Saturday 9:00 a.m. to 4:00 p.m. Theory days for all students are Tuesday, Wednesday, and Thursday 9:00am – 10:00 am. If you clock in late (after 9:07 am) on theory days, Tuesday, Wednesday or Thursday, you will not be allowed to clock in until next clock in time of 10:00. If you clock in late (after 10:37) you will not be allowed to attend school that day. Friday and Saturday last clock in time is (10:37). If you clock in late you will not be allowed to attend school that day.
- If you will be **LATE** or **ABSENT**, you must call the school by 8:30 am and speak with an Instructor or Administrative staff, letting them know what time you will be in. If a student does not phone in daily he/she will be counseled. Saturdays are mandatory, if not an excused absence student will lose personal service for 30 days.
- Students are required to wear clean **Solid Black OR Solid White tops** and clean **Black Pants** with **Complete Closed Black Shoes** Your name tag must be worn at **all times**. No hats, or shorts are allowed at any time. Skirts may be worn ankle length only and no slits. The prescribed lab coat must be worn at all times and you cannot alter your lab coat for any reason. If your lab coat is forgotten, you will have to rent one for a daily fee or \$1.00.
- While a student at Lawrence & Company College of Cosmetology you are to present a professional, neat, well-groomed appearance at all times. (You are in the beauty industry, please look professional). The rules of disinfection, sanitation, and personal hygiene is priority.
- All students must use the clock in system to punch in when entering and out when leaving for every break and lunch given. Not at any time should you leave the building without clocking out. If you need to leave the building and it is not your lunch or break, you must consult with an instructor first.
- If you forget to clock in, it will be considered lost time. If tickets are lost, you will lose the operations previously signed on that ticket. No instructor will resign lost operations. It is your responsibility to keep track of all operations.
- It is the policy of Lawrence & Company College of Cosmetology that all students take a mandatory 60 minute lunch. Make sure you eat enough on your lunch and breaks. Students will take lunch between 11:30 and 12:30 pm or 12:30 and 1:30. Students should report to an instructor if they have not had lunch by 1:30 pm. Lunch breaks are assigned to students and change each month. If you are not with a client, you must take your lunch at your assigned schedule. No exceptions. Lunch is 60 minutes **ONLY**. Lunch period is each student's responsibility, and must be staggered.
- Time cards must be clearly legible and neat. This is an important document. Use pen only to fill out and sign timecard. **The California Board of Barbering and Cosmetology requires that a licensed instructor sign each service rendered before the client leaves.** Students will not receive credit for theory hours or operations if an instructor did not witness the student's work. Do not save your operations or theory hours for the end of the day and expect credit. In the case that a student leaves early, they will have to obtain permission from an instructor and turn in their timecard to that instructor completed.

- Visitors are not allowed in the classroom, break room or lab/clinic floor unless receiving beauty service. The lab/clinic floor is a classroom and visitors must not approach students or disrupt their educational training.
- College business phone is not to be used for personal business. Only in emergency Cell phones, or any other electronic devices are only to be used when you are clocked out for break or lunch.
- You must bring your theory book to class and have all your equipment available to work on clients.
- All students serving a customer must be courteous and pleasant. If difficulty arises, please call an instructor. Students cannot refuse any customer or any appointment assigned to them. Failure to take a customer will result in suspension. Appointments are not to be changed or moved by students without instructor's permission. The student in question will be required to meet with the instructor involved, and the supervisor to discuss the suspension and details before returning to school.
- No student may leave a customer while performing any type of service. If an emergency should arise you must notify an instructor.
- A student cannot give services or product other than what is called for on the service ticket. Students violating this rule will be charged for extra service given so read very carefully.
- Students may receive personal service if permitted by an instructor at 50% discount. Personal service is a privilege and may be cancelled if there is abuse. Pricing can only be given by an instructor and have the service signed off and prepaid. Students who are on probation are not allowed personal service for that month. Discounted personal services for active students only (not available during a leave of absence.) **Requirements to receive Personal Services is to have perfect attendance the week prior and all class work must be turned in and up to date.**
- Family discount is 20%. If you are single, your parents only may receive a discount. If you are married, your significant other and children only may receive a discount. Discounted service for students are only available during contracted hours. Students who clock out during their contracted hours to receive services will be charged full price for all services without any discounts.
- If a student will be transferring to another school for any reason, the student will be required to pay any outstanding balance of kit and/or overtime before Lawrence & Company College of Cosmetology will release any paperwork.
- Students must not visit with each other while working on a client. This is unprofessional. The client is paying for your time, service, and attention. If your client speaks a language that you are familiar with, please make your client comfortable and converse in said language.
- The College positively reserves the right to expel a student who gossips, uses vulgar language, disrespects a staff member or violates any school rules. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.

- The college will not tolerate the use of alcohol or drugs firearms or weapons of any kind on school property at any time!
- Students are required to pay for any overtime charges one week before graduation. Please keep in mind that completion documents will only be issued when all monies owed to the school have been paid and funds have been confirmed.
- On graduation day you must come to school in a clean uniform to complete your applied effort. Two hours before graduation time, you may change into professional dress clothes.
- All students must keep an average of 70% or better in all school academic and 67% attendance in order to comply with the Satisfactory Academic Progress Policy.
- Students are to park only in area designated by the college. The staff will show you where to park during orientation class.
- Students must comply with college policy and state rules and regulations.
- Due to absences all assignments, tests and homework must be made up on your time and it is your responsibility to check with an instructor
- Notify the school immediately of any address or telephone change.
- All enrolled students will be required to maintain 30 hours a week attendance as Full time and 20 hours a week attendance as part time. If not meeting these requirements you may be counseled from Lawrence & Co and sponsor program.
- Any student that misses 14 straight days of school with no contact will be considered a NO SHOW and will be dropped from the course your enrolled in.

- Instructors and staff of Lawrence & Company College of Cosmetology will place a student on a 1 day suspension if the student receives **5 write ups** in their file. The lost time can and will go towards a student's overtime charge if the student has surpassed their contract date.

- *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 COSMETOLOGIST, ESTHETICIAN, BARBER, OR MANICURIST. VIOLATION OF SCHOOL RULES MAY RESULT IN SUSPENSION OR TERMINATION. I HAVE READ THE RULES AND REGULATIONS*

STUDENT SIGNATURE _____ DATE _____

CURRICULUM FOR COSMETOLOGY COURSE

(1000 Hours) (D.O.T. #332.271-010, CIP #12.0401, SOC #39-5010)

The curriculum for students enrolled in a cosmetology course shall consist of One thousand (1000) hours of technical instruction and practical training covering all practices of a constituting the art of cosmetology pursuant to Section 7362.5(a) of the Business and Professions Code (B&P) Barbering and Cosmetology Act.

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

100 Hours Health and Safety: The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Including instructions on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing, chemical injuries, health and safety laws and regulations, and preventing communicable diseases. **Board Approved Health & Safety Course (B&P) 7389(a):** including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

100 Hours Disinfection and Sanitation: The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment

200 Hairstyling Services: The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

200 Hours Chemical Hair Services: Including instructions on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand test, safety precautions, formula mixing, and the use of dye remover.

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

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

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

40 Hours Business Management: Including instruction on customer service, front desk, cashier scheduling, and telephone ethics.

20 Hours Laws and Regulations: Including instruction on the subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

10 Hours Makeup: The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, and the application of makeup.

10 Hours Anatomy and Physiology: The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

20 Hours Communication/Employment Skills: Including instruction on communication skills, professional ethics, salesmanship, decorum, record keeping, compensation, payroll deductions, state licensing, fundamental business practices and client service records.

COSMETOLOGY PERFORMANCE OBJECTIVE

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

SKILLS TO BE DEVELOPED

Learn the proper use of implements relative to all cosmetology services.

1. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders.
2. Will learn the procedures and terminology used in performing all cosmetology services.
3. Will learn the application of daytime and evening make-up to include the application of individual and strip eyelashes.
4. Will learn the proper procedure of manicuring to include water and oil manicure and pedicure.
5. Will learn the application of brush-on nails, nail wraps and nail tips.

GRADUATION REQUIREMENTS

When a student has completed the required number of program hours and the number of theory/practical operations of a cosmetologist and or/ cosmetician with a GPA of "C" (70%) or better the student will be awarded a certificate of completion of all requirements.

GRADING SYSTEM

	100%-90%	A	Excellent Performance
	89%-80%	B	Above Average Performance
Minimum Academic Status---->	79%-70%	C	Satisfactory Performance
	69%-60%	D	Unsatisfactory Performance
	59%-below	F	Fail

CURRICULUM FOR COSMETOLOGY COURSE

(1500 Hours) (D.O.T. #332.271-010, CIP #12.0401, SOC #39-5010)

The curriculum for students enrolled in a cosmetology course shall consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

Technical instruction means the instruction by demonstration, lecture, classroom participation, or examination; practical operations mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

(1) 1000 Hours of Technical Instruction and Practical Training in Hair Dressing

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Hairstyling (65 hours of Technical Instruction and 240 Practical Operations): The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations): The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

Hair Coloring and Bleaching (60 hours Technical Instruction and 50 Practical Operations): The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers

Hair Cutting (20 hour Technical Instruction and 80 Practical Operations): The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

(2) 200 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

Laws and Regulations (20 Hours of Technical Instruction): The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations (45 Hours of Technical Instruction): The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.

Disinfection and Sanitation (20 Hours of Technical Instruction): The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment

Anatomy and Physiology (15 Hours of Technical Instruction): The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

(3) 200 Hours of Technical Instruction and Practical Training in Esthetic The required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Manual, Electrical and Chemical Facials 25 Hours of Technical Instruction and 40 Practical Operations): The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

Eyebrow Beautification and Make-up (25 hours Technical Instruction and 30 Practical Operations): The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Make-up shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.

(4) 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject-matter as follows:

Manicuring and Pedicuring (10 hours Technical Instruction and 25 Practical Operations): The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

Artificial Nails and Wraps (25 hours Technical Instruction and 120 (nails) Practical Operations): Artificial nails including acrylic: liquid and powder brush-on, artificial nail tips and nail wraps and repairs.

The California State Board recommends that schools provide training in the area of communication skills, professional ethics, salesmanship, decorum, record keeping, compensation, payroll deductions, state licensing, fundamental business practices and client service records. Lawrence & Company follows the recommendation.

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

COSMETOLOGY PERFORMANCE OBJECTIVE

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

SKILLS TO BE DEVELOPED

Learn the proper use of implements relative to all cosmetology services.

6. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders.
7. Will learn the procedures and terminology used in performing all cosmetology services.
8. Will learn the application of daytime and evening make-up to include the application of individual and strip eyelashes.
9. Will learn the proper procedure of manicuring to include water and oil manicure and pedicure.
10. Will learn the application of brush-on nails, nail wraps and nail tips.

Please note: Students **must** maintain a (70%) "C" average or better to maintain satisfactory academic status.

PROFESSIONAL ACCUMEN DEVELOPMENT

- Appreciation for skilled workmanship common to a Cosmetician.
- A positive attitude towards the public and fellow students and employees.
- Integrity, Honesty, and Respect.
- Ethical and Professional Interpersonal skills towards your patrons and colleagues.

GRADUATION REQUIREMENTS

When a student has completed the required number of program hours and the number of theory/practical operations of a cosmetologist and or/ cosmetician with a GPA of “C” (70%) or better the student will be awarded a certificate of completion of all requirements.

GRADING SYSTEM

	100%-90%	A	Excellent Performance
	89%-80%	B	Above Average Performance
Minimum Academic Status---->	79%-70%	C	Satisfactory Performance
	69%-60%	D	Unsatisfactory Performance
	59%-below	F	Fail

CURRICULUM FOR ESTHETICIAN COURSE

(600 Hours) (D.O.T. #332.271-010, CIP #12.0409, SOC #39-5094)

The curriculum for students enrolled in a skin care course shall consist of six hundred (600) hours of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7364 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall include the following hours:

350 Hours of Technical Instruction and Practical Training in Skin Care

The required subjects of instruction in Facials shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

1) Manual, Electrical and Chemical Facials (115 hours of Technical Instruction and 195 Practical Operations):

The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

2) Preparation (15 hours of Technical Instruction 25):

The subject of Preparation shall include, but not limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills.

100 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction for each subject-matter as follows:

1) Laws and Regulations (10 hours of Technical Instruction):

The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

2) Health and Safety Considerations (40 hours of Technical Instruction 20 hours in Practical Operations):

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.

3) Board Approved Health & Safety Course (30 hours of Technical Instruction)

Instructions on hazardous substances, basic labor laws, and physical and sexual assault awareness.

100 Disinfection and Sanitation

Instructions on disinfection procedures to procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

Disinfection and Sanitation (50 hours of Technical Instruction 50 hours of Practical Operations):

The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

50 Hours Hair Removal and Lash and Brow Beautification

Hair Removal and Lash and Brow Beautification: (20 hours Technical Instruction 30 hours Practical Operations) Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing

superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.

Make-up (10 hours of Technical Instruction and 10 Practical Operations):

The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.

(c) The School also provides training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.

NOTE: Authority cited: Sections 7312, 7362 and 7364, Business and Professions Code. Reference: Sections 7316(c)(1), 7324(d)(1), 7362, 7364 and 7389, Business and Professions Code.

ESTHETICIAN PERFORMANCE OBJECTIVE

- Acquire knowledge and familiarity with the laws and rules governing California Cosmetology establishment practices.
- Acquired the required knowledge and skill of sanitation and sterilization required in all phases of the skin.
- Acquire the knowledge of general theory relative to Esthetics, including, but not limited to anatomy, physiology, chemistry, and theory.
- Acquire business management experience and techniques common to Esthetics.

SKILL DEVELOPMENT

Proper use of implements as it applies to all Cosmetician Services.

- Knowledge and experience analyzing the skin prior to any or all services to determine skin disorders.
- Application of daytime and evening make-up, including the application of false strip eyelashes.
- Proper procedure of manual and electrical facials.

PROFESSIONAL ACCUMEN DEVELOPMENT

- Appreciation for skilled workmanship common to a Cosmetician.
- A positive attitude towards the public and fellow students and employees.
- Integrity, Honesty, and Respect.
- Ethical and Professional Interpersonal skills towards your patrons and colleagues.

GRADUATION REQUIREMENTS

When a student has completed the required number of program hours and the number of theory/practical operations of a cosmetologist and or/ cosmetician with a GPA of “C” (70%) or better the student will be awarded a certificate of completion of all requirements.

Theory Grade Scale

100%-90%	A	Excellent Performance
89%-80%	B	Above Average Performance
79%-70%	C	Satisfactory Performance
69%-60%	D	Unsatisfactory Performance
59%-50%	F	Fail

CURRICULUM FOR BARBERING COURSE

1000 hours (D.O.T. #332.271-010, CIP #12.0413, SOC #39-5010)

The curriculum for students enrolled in a barbering course shall consist of One thousand (1000) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7362.5(a) of the Business and Professions Code (B&P) Barbering and Cosmetology Act.

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

120 Hours Health and Safety: The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Including instructions on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing, chemical injuries, health and safety laws and regulations, and preventing communicable diseases. **Board Approved Health & Safety Course (B&P) 7389(a):** including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

120 Hours Disinfection and Sanitation: The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment

220 Hairstyling Services: The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

220 Hours Chemical Hair Services: Including instructions on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand test, safety precautions, formula mixing, and the use of dye remover.

220 Hours Shaving and Trimming of the Beard: The Subject of Shaving and Trimming of the Beard should include instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

40 Hours Business Management: Including instruction on customer service, front desk, cashier scheduling, and telephone ethics.

25 Hours Laws and Regulations: The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board Rules and Regulations.

10 Hours Anatomy and Physiology: The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

25 Hours Communication/Employment Skills: Including instruction on communication skills, professional ethics, salesmanship, decorum, record keeping, compensation, payroll deductions, state licensing, fundamental business practices and client service records.

BARBERING PERFORMANCE OBJECTIVE

- Acquire the required knowledge of laws and rules regulating California’s Cosmetology Establishments’ Practices.
- Acquire the required knowledge of sanitation and sterilization as related to all phases of hair and skin.
- Acquire the required knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
- Acquire business management techniques common to barbering.

SKILLS TO BE DEVELOPED

- Learn the relative process and procedures of implementing all barbering services.
- Acquire the knowledge of analyzing the scalp, face, and skin prior to all or any services to determine any disorders.
- Will learn the procedures and terminology used in performing all barbering services.
- Will learn the different techniques of shaving.

PLEASE NOTE: Each student **MUST** maintain a **(70%) or “C”** average to maintain a satisfactory academic status.

GRADUATION REQUIREMENTS

When a student has completed the required number of program hours and the number of theory/practical operations of a cosmetologist and or/ cosmetician with a GPA of “C” (70%) or better the student will be awarded a certificate of completion of all requirements.

GRADING SYSTEM

	100%-90%	A	Excellent Performance
	89%-80%	B	Above Average Performance
Minimum Academic Status---->	79%-70%	C	Satisfactory Performance
	69%-60%	D	Unsatisfactory Performance
	59%-below	F	Fail

CURRICULUM FOR BARBERING COURSE

1500 Hours (D.O.T. #332.271-010, CIP #12.0413, SOC #39-5010)

Instruction and 50 Practical Operations): The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high The Barbering Course is designed to aid the student in obtaining their license for the state of California. With this license, students can obtain positions such as salon owners, salon managers or salon employees.

(a) The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Hairstyling (65 hours of Technical Instruction and 240 Practical Operations):

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations):

The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

Hair Coloring and Bleaching (60 hours of Technical and low lights, and the use of dye removers.

The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.

Hair Cutting (20 hour of Technical Instruction and 80 Practical Operations):

The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

(2) 200 Hours of Technical Instruction and Practical Training in Shaving:

The required subjects of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Preparation and Performance (100 hours of Technical Instruction and 40 Practical Operations):

The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the clients hair for shaving, assessing the condition of the clients skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the clients face, rolling cream massages.

(3) 200 Hours of Technical Instruction in Health and Safety: The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

CURRICULUM FOR BARBERING COURSE

(Continued)

Laws and Regulations (20 hours of Technical Instruction):

The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board Rules and Regulations.

Health and Safety Considerations (45 hours of Technical Instruction):

Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.

Disinfection and Sanitation (20 hours of Technical Instruction):

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology (15 hours of Technical Instruction):

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.

Note: Authority cited: Section 7312 and 7362(b), Business and Professions Code. Reference: Sections 7316, 7321.5(d)(1), 7362.5(a) and 7389, Business and Professions Code.

BARBERING PERFORMANCE OBJECTIVE

- Acquire the required knowledge of laws and rules regulating California’s Cosmetology Establishments’ Practices.
- Acquire the required knowledge of sanitation and sterilization as related to all phases of hair and skin.
- Acquire the required knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
- Acquire business management techniques common to barbering.

SKILLS TO BE DEVELOPED

- Learn the relative process and procedures of implementing all barbering services.
- Acquire the knowledge of analyzing the scalp, face, and skin prior to all or any services to determine any disorders.
- Will learn the procedures and terminology used in performing all barbering services.
- Will learn the different techniques of shaving.

PLEASE NOTE: Each student **MUST** maintain a **(70%)** or **“C”** average to maintain a satisfactory academic status.

<u>Grading System:</u>	Superior Performance	100% - 90%	= A
	Above Average	89% - 80%	= B
	Minimum Academic Status -----> Average	79% - 70%	= C
	Unsatisfactory	69% - 60%	= D
	Failing	59% - Below	= F

CURRICULUM FOR MANICURING COURSE (400 Hours)

The curriculum for students enrolled in a manicuring course shall consist of four hundred (400) hours of technical instruction and practical training covering all practices of a manicuring pursuant to Section 7365(a) of the Barbering and Cosmetology Act.

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

150 Hours of Technical Instruction and Practical Training in Nail Care

Manicures and Pedicures: (Minimum Hours of Technical Instruction 50, Practical Operation 100)

The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-on, nail tips, nail wraps and repairs, and nail analysis.

100 Hours of Technical Instruction and Practical Training in Health and Safety

Laws and Regulations:

1) The Barbering and Cosmetology Act and then Board's Rules and Regulations (Minimum Hours of Technical Instruction 10)

The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

2) Health and Safety Considerations:

(Minimum Hours of Technical Instruction 30, & Practical Operations 60)

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.

100 Hours Disinfection and Sanitation:

(Minimum Hours of Technical Instruction 25 & Practical Operation 75)

The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician.

The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.

25 Hours Anatomy and Physiology: (Minimum Hours of Technical Instruction 10 & Practical Operation 15)

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.

25 Hours Health and Safety Course on Hazardous Substances: (Minimum Hours of Technical Instruction 10 & Practical Operation 15)

The health and safety course on hazardous substances and basic labor laws developed by the pursuant to Business and Professions Code section 7389

MANICURING PERFORMANCE OBJECTIVE

1. Acquire knowledge of laws and rules regulating California's Manicuring Establishment's Practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of nails.
3. Acquire knowledge of general theory relative to manicuring including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to manicuring.

SKILLS TO BE DEVELOPED

- Learn the relative process and procedures of implementing all nail services.
- Acquire the knowledge of analyzing the nails prior to all or any services to determine any disorders.
- Will learn the procedures and terminology used in performing all nail services.

PLEASE NOTE: Each student **MUST** maintain a **(70%)** or **“C”** average to maintain a satisfactory academic status.

PROFESSIONAL ACCUMEN DEVELOPMENT

- Appreciation for skilled workmanship common to a Manicuring.
- A positive attitude towards the public and fellow students and employees.
- Integrity, Honesty, and Respect.
- Ethical and Professional Interpersonal skills towards your patrons and colleagues.

GRADUATION REQUIREMENTS

When a student has completed the required number of program hours and the number of theory/practical operations of a cosmetologist and or/ cosmetician with a GPA of “C” (70%) or better the student will be awarded a certificate of completion of all requirements.

Theory Grade Scale

100%-90%	A	Excellent Performance
89%-80%	B	Above Average Performance
79%-70%	C	Satisfactory Performance
69%-60%	D	Unsatisfactory Performance
59%-50%	F	Fail

CURRICULUM FOR INSTRUCTOR TRAINEE PROGRAM

(600 Hours) (D.O.T. #075,127-010 CIP #12.9999, SOC #39-5010)

Cosmetology act & Board Rules & Regulations-	10 Hours
Preparatory Training-	150 Hours
Practical Preparatory Training	50 Hours
Conducting Classroom Instruction	90 Hours
Supervision of Student Practice	300 Hours

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall include the following hours:

PERFORMANCE OBJECTIVES

- Acquire the skill and experience to being able to teach and demonstrate operational techniques.
- Ability to teach through the aid of material aids, such as: Instructional material sheets, visual aids, and tests.
- To master the ability to:
 - Explain and demonstrate specific teaching techniques used by vocational instructors working in the floor and in the classroom.

SKILL AND APPRECIATION

- Constant and consistent progress toward higher achievement and professional competency.
- Development of personal and interpersonal characteristics to successfully being able to instruct others.
- Leadership and respect of students by demonstrating masterful skills of operational and technical procedures.

SKILL DEVELOPMENT

- Occupational experiences and personal characteristics necessary to upgrade the cosmetology profession by producing highly qualified graduate students.
- Lesson plans, outlines, procedures, and tests to ensure student comprehension.
- Persistence and patience to work with difficult and/or slower learning students
- Course content reflecting comprehensive and pertinent content in the course of study.
- Instructional material to facilitate set-up and preparation of class.
- Supplemental teaching aids, enabling the student to create a variety of ideas to draw from and maintain motivation.

GRADUATION REQUIREMENTS

When a student has completed the required number of program hours and the number of theory/practical operations of a cosmetologist and or/ cosmetician with a GPA of “C” (70%) or better the student will be awarded a certificate of completion of all requirements.

Theory Grade Scale

100%-90%	A	Excellent Performance
89%-80%	B	Above Average Performance
79%-70%	C	Satisfactory Performance
69%-60%	D	Unsatisfactory Performance
59%-50%	F	Fail

Curriculum for Cosmetology Crossover to Barber

(200 Hours) (D.O.T. #332.271-010, CIP # 12.0402 SOC # 39-5011.00)

The curriculum for students enrolled in a barber crossover course for cosmetologists shall consist of two hundred (200) clock hours of technical instruction and practical operations covering those barber practices that are not a part of the required training or practice of a cosmetologist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. The practical training shall include performance of the following minimum practical operations:

SUBJECTS

(2) 200 Hours of Technical Instruction and Practical Training in Shaving:

The required subjects of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Preparation and Performance (100 hours of Technical Instruction and 40 Practical Operations):

The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the clients hair for shaving, assessing the condition of the clients skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the clients face, rolling cream massages.

BARBERING PERFORMANCE OBJECTIVE

- Acquire the required knowledge of laws and rules regulating California's Cosmetology Establishments' Practices.
- Acquire the required knowledge of sanitation and sterilization as related to all phases of hair and skin.
- Acquire the required knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
- Acquire business management techniques common to barbering.

SKILLS TO BE DEVELOPED

- Learn the relative process and procedures of implementing all barbering services.
- Acquire the knowledge of analyzing the scalp, face, and skin prior to all or any services to determine any disorders.
- Will learn the procedures and terminology used in performing all barbering services.
- Will learn the different techniques of shaving.

PLEASE NOTE: Each student **MUST** maintain a (70%) or "C" average to maintain a satisfactory academic status.

GRADUATION REQUIREMENTS

When a student has completed the required number of program hours and the number of theory/practical operations of a cosmetologist and or/ cosmetician with a GPA of "C" (70%) or better the student will be awarded a certificate of completion of all requirements.

Grading System:

	Superior Performance	100% - 90%	= A
	Above Average	89% - 80%	= B
<i>Minimum Academic Status -----></i>	Average	79% - 70%	= C
	Unsatisfactory	69% - 60%	= D
	Failing	59% - Below	= F

[10012] ENROLLMENT AGREEMENT (California BPPE Page 1)

School's Name LAWRENCE & COMPANY COLLEGE OF COSMETOLOGY	Address where instruction will be provided 2048 GRANT ST SELMA CA, 93662 Phone 891-8108
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Student Name:	Social Security No:
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Student Street Address:	City:	State: CA	Zip Code:
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Course Name: Cosmetology **CIP code # 12.0401 SOC Code # 395012**

Certificate X Diploma _____ Course of _____ Semester OR _____ Quarter Credit hours AND/OR X Clock Hours

Course description: The Cosmetology course study is designed to prepare students for the state licensing examination and for profitable employment as a cosmetologist.

Graduation Requirements: When a student has completed the required number of program hours and the number of theory/practical operations of a cosmetologist and /or cosmetician with a GPA of "C" (70) or better the student will be awarded a certificate of completion of all requirements.

Enrollment:	Cr/Clock Hrs in Course		Transferred Hours		Hours Enrolled		Cancellation Date	
ReEnrtyhrs 0	Start Date		Expected End Date		Instructional Weeks #		On-time Graduation Date: (See Note)	

Note: On time Graduation date includes a grace period of 30 additional calendar days to complete the course. Additional training time beyond this date will cost the student \$ 10 per HOUR needed. These charges would not be covered by Title IV Financial aid.

Initials _____ The period covered by this Enrollment Agreement is from **00/00/0000 to 00/00/0000**

Enrollment Status: Full time ¾ time 1/2 time Less than 1/2 time Part time

Class Schedule:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours per Week
Daily Hours	Closed	Closed	6	6	6	6	6	30

Itemized Charges By Payment Period	1st Payment Period	2nd Payment Period	3rd Payment Period	4th Payment Period	Total Charges for entire Course
Tuition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Registration Fee(Non-Refundable)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Books	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Kit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STRF (Non-Refundable)	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00

****Books, Uniforms and Tool Kits will be provided after the cancellation period, and shall be non- refundable if used or removed from packing.**

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE.

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.

\$ _____
\$0.00
\$0.00

Estimated Payments:					
Pell Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FSEOG	N/A	N/A	N/A	N/A	N/A
Subsidized (NET LOAN)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unsubsidized (NET LOAN)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PLUS (NET LOAN)	N/A	N/A	N/A	N/A	N/A
Cash					\$0.00
Total Estimated Payments					\$0.00

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable - **Student Initials**

"I certify that I have received the catalog, the School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet"

"I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities and that the institution's cancellation and refund policies have been clearly explained to me". If I accept a student loan I will be responsible to repay the full amount of the loan plus interest, less any amount of any refund.

Student Signature:	Guarantor's Signature:	Institutional Representative signature:
Printed Name:	Printed Name:	Printed name and Title: Financial Aid Officer

Date:	Date:	Date:
-------	-------	-------

This enrollment agreement is a legally binding document when signed by the student and accepted by the institution. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

[10012] ENROLLMENT AGREEMENT (California BPPE) Page 2

Any questions a student may have regarding this enrollment agreement 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, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

PAYMENT METHODS: CASH, CREDIT CARD, MONEY ORDER, CHECK TITLE IV

All charges stated on page one of this agreement are due and payable prior to the completion of each payment period. The Title IV aid stated on page one of this agreement are only estimates depending on your eligibility for funds. Student remains responsible for all incurred charges. A monthly payment plan has been arranged for you. The plan is to make 0 payments due on the first of each month for the monthly amount of **\$0.00** and a final payment of **\$0.00**. Equipment received and accepted by the student is NOT REFUNDABLE. You are responsible for the total amount of charges stated on page one of these enrollment agreements.

As stated on page one after the on-time graduation date, the student will be responsible for additional tuition needed to complete the course by hour or per week. There will be no Financial Aid available for this period.

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 the 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.

Grounds for Dismissal ZERO TOLERANCE FOR ALCOHOL AND DRUGS, 14 OR MORE ABSENCES WITHOUT NOTIFICATION, DEGRADING LANGUAGE, VULGAR GESTURES AND/OR GANG RELATED, FIGHTING OR PHYSICAL/MENTAL ABUSE, RUDNESS TO CLIENTS, FELLOW STUDENTS AND/OR TEACHERS/STAFF, ANY TYPE OF ILLEGAL KNIVES/WEAPONS ON SITE, DAMAGE TO PRIVATE PROPERTY

Repayment of Loans: if the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student defaults on a federal or state loan, both the following may occur:
 (1) The federal or state government or 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 otherer government financial assistance until the loan is repaid.

Refund Policy: For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal 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. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- A. An applicant not accepted for training by the school shall be entitled to a refund of all monies paid.
- B. If a student (or in case of a student under legal age, his parent or guardian) cancels his/her contract and requests his/her money back in writing by producing a signed and dated copy of the Cancellation Notice, by the seventh day after enrollment date, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.
- C. If the student cancels his/her enrollment after the seventh day of classes without the student starting classes, he shall be entitled to a refund of all monies paid to the school less a withdrawal fee of **\$75.00**. The cost of the kit and supplies are not refundable due to sanitary reasons.
- D. A student notifies the institution of his/her withdrawal in writing.
- E. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from leave of absence or the date the student notifies the institution that the student will not return.
- F. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- G. In type B, C, D or E, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- H. In the event Lawrence & Company College of Cosmetology ceased to operate after a student has been enrolled, the student is and shall be entitled to a full tuition refund. In the event a student wishes to transfer, due to Lawrence & Company College of Cosmetology no longer in operation and the student is enrolled in the cosmetology, barbering, esthetician, manicuring instructor trainee, or cosmetology cross over to barber course, the following applies:

- I. Student's hours are transferrable from one Cosmetology school to another. The Pro-rated refund policy will be applied if you have earned any clock hours beyond the cancellation period of 7 days after enrollment.
- J. An exception to the above policy is as follows: A student whom elects not to accept the verification of training hours or does not elect to pursue a program of cosmetology, barbering, esthetician, manicuring, Instructor Trainee or Cosmetology Cross Over to Barbering with another institution shall be entitled to a full tuition refund.
- K. If a course is canceled subsequent to enrollment, the school retains the right to the following options: 1. Provide a full refund of all monies paid 2. Provide completion of the course.

[10012] ENROLLMENT AGREEMENT (California BPPE) Page 3

Determining Refund Amount For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of **days scheduled to attend**, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

ENROLLMENT TIME is defined as the hours of attendance and the portion of the course completed on the student's last day of physical attendance in school: Any monies due to the applicant or student shall be refunded promptly after receipt of the a formal cancellation from the student as defined in item B or formal termination initiated by the Lawrence & Company College of Cosmetology whichever shall occur no more than 15 days from the last day of the student's physical attendance, or in the case of leave of absence, the documented date of scheduled returns.

Student Loans

If you received a student loan(s) to cover the cost of the program, any granted refund will be returned to the lender to reduce the loan debt. In the event the amount of the refund exceeds the unpaid balance, the student loan (s) balance shall be returned to the student.

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 then 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student.

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.

Example Refund Calculation

Hypothetical Example (Clock Hour Program) State Pro-rata Policy: Assume that a student, upon enrollment in a 1600-hour course, pays \$6,800.00 for tuition, \$75.00 for registration, and \$525.00, (documented cost to the school) for equipment as specified in the enrollment agreement and withdraws after completing 600 hours without returning (due to sanitary reasons) the equipment he/she obtained. The pro-rata refund to the student would be \$4,250.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in good condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned and paid by the student.

Total Paid	\$ 7,400.00	Tuition Cost	\$ 6,800.00	Paid for Instruction	\$ 6,800.00
*Less Registration		Hours in			
*Fee (Not Refundable)	75.00	Course	1600	(Hours Attended	600)
*Less Cost of Un- returnable equipment	525.00	Hourly Charge	\$ 4.25	Tuition Owed	
				600 X \$ 4.25	\$ 2,550.00

Equals amount paid For instruction **\$ 6,800.00** **Refund Due** **\$ 4,250.00**

"Contract Price" reflects the amount of tuition, fees and other costs for which the student has contracted to pay EXCEPT the value of equipment, books, and supplies.

"Amount Paid for Instruction" reflects the total amount paid to the school for tuition, fees, and all other charges for which the student has paid EXCEPT the value of equipment, books, and supplies WHICH ARE NOT REFUNDABLE.

Refund Calculation's: This institution calculates refunds according to State Accrediting Agency requirements. The calculation will be based off the students scheduled hours.

In case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

RETURN OF TITLE IV

Special note to students receiving Unsubsidized/Subsidized/PLUS/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 receive 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 any refunds are due based on the Return of the 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 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 others.

[10012] ENROLLMENT AGREEMENT (California BPPE) Page 4

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 the schools in the neighborhood.**

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

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

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

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

Minimum State Required Hours

As of January 1, 2022, The California Board of Barbering and Cosmetology has changed the minimum required hours of the Barbering and Cosmetology course to 1000 hours. Lawrence & Company College of Cosmetology has decided to maintain our barbering course at 1500 hours and move the Cosmetology course to 1500 hours as well. The school has determined that this choice will benefit students with the financial cost of the education as well as giving them the ability to be more prepared and confident on the career they have chosen.

By intituling below, you understand that the minimum of 1000 hours is required by the state of California for barbering and cosmetology, and you are agreeing to complete the offered course of 1500 hours. _____

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

ANY DISPUTE ARISING FROM ENROLLMENT AT Lawrence & Company College of Cosmetology NO MATTER HOW PLEADED OR STYLED, SHALL BE RESOLVED BY BINDING ARBITRATION UNDER THE FEDERAL ARBITRATION ACT CONDUCTED BY THE AMERICAN ARBITRATION ASSOCIATION ("AAA"), AT Selma, CA UNDER ITS COMMERCIAL RULES. THE AWARD RENDERED BY THE ARBITRATOR MAY BE ENTERED IN ANY COURT HAVING JURISDICTION. ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY THEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR THEREUNDER.

NOTICE

You may assert against the holder of the promissory note you signed in order to finance the cost of the educational program all of the claims and defenses that you could assert against this institution, up to the amount you have already paid under the promissory note.

Student understandings: I understand this agreement is not operative until I attend the first class or session of instruction. This requirement is not applicable to correspondence or other distance learning programs. I further understand that the catalog and its contents are a part of this enrollment agreement and that information presented therein is binding on the school and me.

My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

I have read and understood this agreement which I have received that consists of 4 pages.

Student's signature _____ Date _____

NOTICE OF AVAILABLE G.E.D. TRAINING
Lawrence & Company College of Cosmetology
2048 Grant Street - Selma, CA 93662

Student Name: _____ **Student Key No.** _____

Dear prospective student:

As of 01/01/2020, if you do not already hold a high school diploma, an equivalent G.E.D. certificate, a graduation certificate from a home-schooled program approved by the state or a foreign equivalent credential (12 years of education), YOU Will NOT BE ABLE TO BE admitted into our program of study under the institution's ability to benefit procedures. The ability to benefit (ATB) procedures, were removed from statute as of 07/01/2013. Our institution wants you to know and encourages you to receive additional lifelong benefits from successfully completing the G.E.D training and taking the GED exam.

Special preparation for the G.E.D. is available locally through any of the local schools and/or community groups listed below. The programs listed below, to the best of our knowledge, have proven to be successful in helping students pass the G.E.D. exam.

Entity Name	Clovis Adult Education
Street Address	1452 David E Cook Way
City, State and Zip	Clovis CA 93611
Phone number	559-327-2800

NOTE: PLEASE CHECK WITH YOUR FAO AT THIS INSTITUTION, IF YOU CAN PROVE THAT YOU HAVE ATTENDED A TITLE IV ELIGIBLE INSTITUTION BEFORE 07/01/2012, AND STILL DO NOT HOLD A HIGH SCHOOL DIPLOMA OR ITS EQUIVALENT, YOU MAY STILL BE ABLE TO ENROLL AND BE ELIGIBLE FOR TITLE IV AID.

FEDERAL DISCLOSURE REQUIREMENTS
Lawrence & Company College of Cosmetology
FEDERAL DISCLOSURE REQUIREMENTS
Lawrence & Company College of Cosmetology 00453001
2048 Grant Street Selma, CA 93662

To help you make a good decision about whether to sign up for:

Our institution wants you to know that, according to its latest information:

Disclosure date 01-01-2020

Data for cohort year ending 2018

How Are Our Students Doing?

<u>Student Right-to-Know Rates:</u>	<u>Men</u>	<u>Women</u>	<u>Total</u>	<u>Rates</u>
1a Initial cohort	<u>10</u>	<u>31</u>	<u>41</u>	
1c Allowable exclusions	<u>0</u>	<u>0</u>	<u>0</u>	
1e Final cohort	<u>10</u>	<u>31</u>	<u>41</u>	
2a Completers of < 2-yr programs	<u>0</u>	<u>0</u>	<u>0</u>	
3a Transfer-out student's	<u>0</u>	<u>0</u>	<u>0</u>	
4 Completion or graduation rate				<u>68%</u>
5 Transfer-out rate				<u>0</u>
6 Retention rate (Based on IPEDS Fall Enrollment Report- Part E)				<u>100%</u>
7 Placement rate (report any placement rate calculated)				<u>63%</u>

Line 2a above (full time undergraduates) breaks down into this:

Ethnicity	Pell Recipients		Subsidized loan recipients without Pell		Neither of the aid programs	
	Male	Female	Male	Female	Male	Female
American Indian or Alaska Native	0	0	0	0	0	0
Asian	0	0	0	0	0	0
Black or African American	0	1	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	1	0	0	0	0
Hispanic	10	26	0	0	0	0
White	0	4	0	0	0	0

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Cleary Act
Lawrence & Company College of Cosmetology
 2048 Grant Street Selma, CA 93662

Student Name: _____ **Student Key No.** _____

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/18 and 12/31/20. PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE NOT POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION, THEREFORE THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE.

Report Distribution Date: October 1, 2023

Occurrences REPORTED within the 2020, 2021 and 2022 Calendar Years

Crimes Reported	2020	2021	2022	1Location: C=Campus N=Non-campus P=Public Area	* Hate Crime? (see note)
(I) Criminal homicide:	0	0	0		
(A) Murder and non-negligent manslaughter	0	0	0		
(B) Negligent manslaughter	0	0	0		
(II) Sex Offenses:	0	0	0		
(A) Rape	0	0	0		
(B) Fondling	0	0	0		
(C) Incest	0	0	0		
(D) Statutory Rape	0	0	0		
(III) Robbery	0	0	0		
(IV) Aggravated assault	0	0	0		
(V) Burglary	0	0	0		
(VI) Motor Vehicle Theft	0	0	0		
(VII) Arson	0	0	0		
(viii) Liquor law violations	0	0	0		
(A) Arrests for liquor law violations, Drugs law violations and illegal weapons law violations.	0	0	0		
(B) Persons not included in (viii) (A) who were referred to campus disciplinary	0	0	0		
Larceny-theft (attempted Larcenies included)	0	0	0		
Simple Assault	0	0	0		
Intimidation	0	0	0		
Destruction, Damage or Vandalism of Property	0	0	0		

***Crimes reported under any of the category listed in this section that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.**

**CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Cleary Act
Lawrence & Company College of Cosmetology
308 E Sixth St. Hanford CA, 93230**

Student Name: _____ **Student Key No.** _____

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/18 and 12/31/20. PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE NOT POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION, THEREFORE THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE.

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Occurrences REPORTED within the 2020, 2021 and 2022 Calendar Years

Crimes Reported	2020	2021	2022	Location: C=Campus N=Non-campus P=Public Area	* Hate Crime? (see note)
(I) Criminal homicide:	0	0	0		
(A) Murder and non-negligent manslaughter	0	0	0		
(B) Negligent manslaughter	0	0	0		
(II) Sex Offenses:	0	0	0		
(A) Rape	0	0	0		
(B) Fondling	0	0	0		
(C) Incest	0	0	0		
(D) Statutory Rape	0	0	0		
(III) Robbery	0	0	0		
(IV) Aggravated assault	0	0	0		
(V) Burglary	0	0	0		
(VI) Motor Vehicle Theft	0	0	0		
(VII) Arson	0	0	0		
(viii) Liquor law violations	0	0	0		
(A) Arrests for liquor law violations, Drugs law violations and illegal weapons law violations.	0	0	0		
(B) Persons not included in (viii) (A) who were referred to campus disciplinary	0	0	0		
Larceny-theft (attempted Larcenies included)	0	0	0		
Simple Assault	0	0	0		
Intimidation	0	0	0		
Destruction, Damage or Vandalism of Property	0	0	0		

***Crimes reported under any of the category listed in this section that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.**

CAMPUS SECURITY ACT DISCLOSURE STATEMENT –Cleary Act–

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.
 - (I) All students and employees are required to report any crime or emergency to their institutional official promptly.
 - (II) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's secretary who contacts the correct police department District for statistics and the institution's Daily Incident Log, and then records those statistics.
 - (III) If a student or employee wishes to report a crime on a voluntary or confidential basis, the **institutional official** will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her **institutional official** without signature. If the student wishes not to maintain confidentiality, the student will contact his/her **teacher or school official** who in turn will contact the nearest **supervisor** to report criminal actions or emergencies to the **appropriate agency by calling (911)**.
2. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and CARRY on them at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
3. Current policies concerning campus law enforcement are as follows:
 - (i) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - (ii) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
 - (iii) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
4. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a. Do not leave personal property in classrooms.
 - b. Report any suspicious persons to your institutional official.
 - c. Always try to walk in groups outside the school premises.
 - d. If you are waiting for a ride, wait within sight of other people.
 - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
 - f. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
 - g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
5. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
6. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be

entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

7. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
8. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
9. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. (*Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education*).
11. It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution's official, who will report it to (911) emergency and police units. The institution during the orientation of given to newly admitted students emphasizes the prevention of sexual crimes by insisting students to work, study and walk outside of the premises in as much as possible, accompanied by other students or in view of other persons, generally, avoiding as much as possible to be alone by themselves at any time. During the daily functioning of the school operations, staff and administrators focus in observing that students are not in any circumstance by themselves.
 - (i) The institutional program to prevent sexual crimes consists in maintaining a continuous lookout for each other to protect and prevent any sexual assaults. The entire staff takes part of this program to protect the students and the staff among themselves.
 - (ii) A person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time when that person can be properly transported to a hospital or rape crisis center for proper treatment.
 - (iii) A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to (911) and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling (911).
 - (iv) The institution does not have accessibility to professional counseling, mental health or otherwise, students and employees are encouraged to seek such professional assistance at the nearest hospital or health care services.
 - (v) The institution will offer the victim of a sexual crime, any available options to change the academic schedule in as much as possible to the benefit of the victimized person.
 - (vi) The institutional disciplinary actions in reference to an alleged sex offence are as follows:
 - (A) The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
 - (B) Both the accuser and the accused must be informed of the outcome of any institutional proceeding brought alleging a sex offense
 - (vii) This institution has zero tolerance of violation of this policy. Once the offense is confirmed the institutional disciplinary action against students or employees may result in expulsion from school, or termination of employment and in accordance to local laws, to an arrest of the offender by the authorities.
12. The institution provides the following website to obtain information concerning the registration of sex offender's arrest.
Http: N/A
13. Revised **Crime Classification: Burglary vs. Larceny**: An incident must meet three conditions to be classified as a Burglary.
 - There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
 - The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.
14. **Definition of On-Campus Student Housing Facility**: For the purposes of the Cleary Act regulations, as well as the HEA fire safety and missing student notifications regulations, any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This definition clarifies that any building located on campus on land owned or controlled by the institution that is used for student housing must be counted as an on-campus student housing facility, even if the building itself is owned or controlled by a third party.
15. **Campus Law Enforcement Policies**: All institutions must include a statement of policy regarding campus law enforcement in their Annual Security Report. This statement must contain the following elements:
 - A description of the law enforcement authority of the campus security personnel.

- A description of the working relationship of campus security personnel with State and local law enforcement agencies, including whether the institution has agreements with such agencies, such written memoranda of understanding (MOU), for the investigation of alleged criminal offenses.

A statement of policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies.

Students and employees should refer to the person or agency listed at the end of this report when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

The institution does not maintain any special relationship with State and local police and does not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

This Institution encourages students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies

This institution encourages students to immediately report an incident where an emergency evacuation will be needed. All students should be familiar with the evacuation procedures posted in several key places around the campus.

This institution does not provide on-campus housing. Therefore, the following disclosures do not apply to this institution:

Fire safety (668.49)

Missing students (668.46(h))

Emergency notifications 668.46(g))

Hate crimes 668.46(c))

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privilege use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. Second violation the staff member may be terminated or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violation reported and disciplinary actions taken.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

Name of institution's Financial Aid Officer	Robin Neves
Title	Financial Aid Officer
School Name	Lawrence & Company College Cosmetology 00453001
Street address	2048 Grant Street
City, State Zip	Selma, CA 93662
Phone No.	559-891-8108

DRUG & ALCOHOL ABUSE POLICY STATEMENT
Lawrence & Company College of Cosmetology
 2048 Grant Street - Selma, CA 93662

Student Name: _____ **Student Key No.** _____

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services
 United States Department of Education
 400 Maryland Avenue SW.
 Room 3124, GSA Regional Office Bldg. #3
 Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Entity Name	Champions
Street Address	811 N Douty Street
City, State and Zip	Hanford CA 93230
Phone number	559-583-9300

Entity Name	Eleventh Hour
Street Address	334 Shaw Ave Suite 100
City, State and Zip	Clovis CA 93612
Phone number	559-322-1819

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol. This institution keeps track of incidents referred to the above agency or agencies and evaluates the performance of the agency every two years. A log of incidences and disciplinary actions is kept by the institutions.

ADMISSIONS DISCLOSURE FORM
Lawrence & Company College of Cosmetology
2048 Grant Street - Selma, CA 93662

Student Name: _____ **Student Key No.** _____

We are required by federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution does not excuse you (the borrower) from repayment of any Federal Student Loan made to you (the borrower) for enrollment at this institution.

I certify that I have been advised of my obligations to repay any Perkins/FFELP/Direct Stafford Subsidized and Unsubsidized Loan(s) I may obtain at this institution.

Student Signature Date

Institutional Official's Signature Date

Professional Assistance Referral Policy

Counseling is provided on an individual basis providing personal assistance when warranted. To aid and refer students, all staff is trained to recognize special student needs and to facilitate support when necessary. Personal issues of a serious or delicate nature that surpasses educational concerns are referred to networks designed to field problems of this nature. A list of local community resources such as Domestic Violence, Drug or Alcohol abuse, Depression, and ect., is maintained in the office is posted on the student bulletin boards and in the teacher's room.

Community Service Help Hotlines

National Suicide Prevention lifeline – 1-800-273-TALK (8255)

National Human Trafficking Hotline – 1-888-373-7888

Text BEFREE (2337330)

Live Chat – humantracifficking .org

Marjorie Mason Center – 1600 M St. Fresno CA 93721 (559)237-4706

Domestic Violence Hotline/ County of Fresno - 800-799-SAFE (7232)

Champions Rehab – 811 N Douty St Hanford CA 93230 559-583-9300

Eleventh Hour Rehab – 334 Shaw Ave Suite 100 Clovis CA 93612 (559)332-1819

Woman’s Health Center – 290 N Wayte Ln, Fresno CA 93701 (559)459-5755

Selma Early Childhood Education Center -1740 E Front St, Selma CA 93662 (559)898-3074

ORGANIZTIONAL CHART AND FACULTY EDUCATIONAL QUALIFICATIONS

Ms. Diana Rodriguez- President Selma & Hanford

Licensed Cosmetologist 32 Years/ License #KK216068 #B100624
BPPE Certificate of Authorization (Instructor)/ License #COAFS-06-384608
BPPE Certificate of Authorization (Financial)/ License #125886
BPPE Certificate of Authorization (Director)/ License #MHEG-59DL8J2002
Credential (Teacher)/ License #070169834
President/Financial Advisor/ Director of Education

Mrs. Ana Rodriguez- Supervisor Instructor Cosmetology, Esthetician, Manicuring, Instructor Trainee (Selma)

Licensed Cosmetologist 26 Years/ License #KK311562
BPPE Certificate of Authorization (Instructor) 20 Years/ License #COAFS-06-384417
Licensed Instructor
Director of Education/ Instructor

Mrs. Helen Lazo – Esthetician Instructor/Instructor Trainee (Selma)

Licensed Esthetician 5 Years #Z136186

Ms. Olga Garnica - Esthetician/Cosmetology/ Manicuring Instructor (Selma)

Licensed Cosmetologist 26 Years #KK265000

Lisa Flores – Cosmetology, Barbering, Manicuring, Esthetician, Cosmetology Crossover to Barbering (Selma)

Licensed Cosmetologist 5 Years #KK617560 #B113392

Mr. Julia Flores – Esthetician/Cosmetology/Barber Instructor (Hanford)

Licensed Cosmetologist 20 Years #KK450571 #B109019

Sandra Castillo - Esthetician/Cosmetology/Barber Instructor (Hanford)

Licensed Cosmetologist 23 Years #KK400578 #B100976

Josephine Aniaq Paraguas -Sub Instructor

Licensed Cosmetologist 12 Years License #KK535479

Mrs.Robin Neves (Selma & Hanford)

Financial Aid Officer/ Admissions Officer 10 Years
16 years in admin/ accounts receivables

Ms. Sydney Bray (Selma & Hanford)

Executive Assistant 2 Year