

# COURSE CATALOG

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2024 - 2025

## Inspire Academy

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inspire  
ACADEMY OF BARBERING & COSMETOLOGY

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# Welcome

Welcome to the beginning of a thrilling journey toward a fulfilling career in the beauty and wellness sector! Embracing a profession you are passionate about truly means you'll never feel like you're "working" a single day—your career is about to become your new lifeSTYLE. This course catalog is designed to guide prospective students before their enrollment, available both in print and digital formats. It encompasses essential state and federal disclosures for students, aiming to equip you with detailed insights into our program offerings, institutional policies, student support services, and financial details. You can access, read, or download the catalog directly from our website. We encourage you to review this catalog meticulously to ensure you are well informed before making your enrollment decision.

This document is refreshed yearly to ensure the most current information is provided. Please note that the Inspire Academy of Barbering and Cosmetology reserves the right to implement changes, modifications, or amendments to the information within this catalog throughout its validity period. Any alterations to educational programs, services, procedures, or policies that occur before the annual update and are mandated by law or regulation to be included in the catalog will be promptly communicated through an insert or supplement. This ensures you always have access to the latest information as you embark on this exciting path.

## About

At Inspire Academy, we pride ourselves on guiding our students to their career goals while caring for all their educational needs, from cutting-edge classroom instruction to hands-on and practical training in the student clinic. We continue this process through preparation for the state licensing exam, job search, career assistance, and beyond.

This catalog contains essential information about our programs, which will help guide you as you take the following steps toward your future. As a prospective student, you are encouraged to review this catalog and the School Performance Fact Sheet, which you must provide before signing an enrollment agreement.

## Our Mission

Inspire Academy is passionately committed to developing the fundamentals, techniques, knowledge, and mastery skills necessary to prepare future professionals with the business etiquette and fiscal responsibility essential for career success. We strive to deliver a career-shaping curriculum by cultivating an inspirational lifestyle through innovative private postsecondary education in an artistic and inspiring setting.

# Our Objectives

- Produce skilled and knowledgeable professionals who are prepared with the necessary fundamentals to enter the beauty, wellness, and barbering industries.
- Create the best learning environment possible by emphasizing personal progress, individualized attention, and progressive teaching methods.
- Support each student in achieving their professional aspirations.
- Assist graduates in becoming employed in the technical areas they have been prepared for.
- Respond to the industry's requirement for specific training needs and education programs.
- To evaluate and revise our educational programs to benefit our students when necessary.
- Prepare our students to successfully complete their exams for licensure in the State of California.
- Prepare our successful graduates to function at an entry-level in Cosmetology, Barbering, Esthetician, and Manicuring in positions such as Barber, Hair Stylist, Colorist, Make-Up Artist, and Manicurist. Through the benefit of practice and experience, they may progress to become salon managers and owners; educators in Cosmetology, Barbering, Esthetics, and Manicuring; platform artists; and academy directors and owners.

## Inspire Academy Owners

Rondell and Devon Dean are the dynamic duo behind Inspire Academy of Barbering and Cosmetology, Inc. Rondell, serving as the academy's linchpin, is a distinguished Master Barber and Certified Educator who has evolved into a visionary leader for both Inspire Academy and Barber City. With over two decades of expertise in the field, Rondell not only continues to revel in the barber lifestyle but also in the profound connections he's cultivated with his clients. These clients treasure his sharp fashion sense, an attribute that has consistently attracted a loyal following. His adaptability to the ever-evolving barbering trends, coupled with his mastery of timeless styles, ensures that his clients always leave looking their absolute best.

Rondell's approach to hair styling is far from monolithic; he champions versatility and is well-known for tailoring his services to meet the diverse needs of his clientele. His journey began in Indiana, and after being raised in Sacramento, CA, he now calls Elk Grove home, where he lives with his wife and their five children.

Beyond his professional pursuits, Rondell has a keen interest in photography and videography and cherishes traveling with his family. His commitment to community service is evident in his volunteer work, particularly within the basketball community, reflecting his desire to give back and support others facing challenges in life. This blend of professional excellence, personal passion, and community engagement underscores Rondell's multifaceted identity and his dedication to making a difference both within and beyond the barbering world.

Mrs. Dean, a renowned staffing coach who transitioned into a successful entrepreneur, is the visionary force behind both Inspire Academy and ShareSTAFF brands. With a rich background of more than 20 years in the field, Devon continues to thrive on collaboratively tackling a variety of human resource challenges.

She is passionate about devising innovative workforce solutions that are not only profoundly effective but also remarkably practical. Regardless of her role, her objective remains clear: to enable organizations and thought leaders to stand out, driving tangible outcomes through exceptional talent.

Originally from Florida and nurtured in Northern California's Valley, Devon makes her home in Elk Grove with her husband and their five children. Outside of her professional life, she generously dedicates her time to non-profit organizations, where she contributes by hosting job seminars, leading workshops, and fundraising to support the underserved youth of Sacramento, San Joaquin, and Stanislaus counties.

Devon is dedicated to guiding her student partners towards continuous growth, innovative thinking, and unparalleled success. Her expertise spans a wide array of industries, offering deep knowledge and valuable insights. In addition to her educational endeavors, Devon has a particular knack for navigating the complexities of Federal, State, and local government compliance and contracting.

## Admissions

### Admission Policies & Procedures

All programs are currently taught in English. As a prospective student, you must visit the Inspire Academy campus before enrolling. The scheduled campus visit aims to discuss your education and career plans with an Admissions Specialist. After your visit, you can obtain and apply through our website. This process allows prospective students to evaluate Inspire Academy, our programs, and our educational philosophy to ensure expectations are mutually beneficial and an overall good fit for both parties.

We strive to ensure prospective students are immediately set up for success. Our policy is to enroll responsible individuals with the aptitude and ability to learn, benefit from, and find employment in their prospective program of study. As a prospective student, you must review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided before signing an enrollment agreement. Applicants must review this catalog and meet specific requirements before being accepted into a program and signing an enrollment agreement.

#### **BEFORE SIGNING AN ENROLLMENT AGREEMENT, APPLICANTS MUST:**

1. Be 17 years of age or older.
  - a. Photo identification (e.g., valid Driver's License, government-issued identification Card, Passport, or Military ID) will be required.
2. Successfully completed high school or its equivalent.
  - a. A copy of the high school diploma, GED certificate, or official transcripts showing high school completion will be required. If applicable, evidence that verification of an international student's high school diploma has been performed by an outside agency qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma will be required.
3. Visit and tour the campus.
4. Meet with an Admissions Representative for a one-on-one personalized consultation.

5. Complete and submit an Enrollment Application Form and pay the \$100 Application fee. This Application fee is non-refundable.
6. For eligible non-citizen applicants (e.g., a valid green card), provide an original Social Security card or alien documentation.

Agree to personalized payment terms.

## INTERNATIONAL STUDENTS

For enrollment of non-immigrant and international students, information on foreign student application procedures is available through the Inspire Academy Enrollment Office. Inspire Academy will certify an international student's enrollment status on an accepted student visa application, but Inspire Academy offers no other visa or housing services. International students do not qualify for the state licensing exam unless they possess a valid Social Security Number or an Individual Taxpayer Identification Number (ITIN). Inspire Academy will not vouch for student status.

## TRANSFER STUDENTS

Inspire Academy does not admit students based on challenge examinations or achievement tests. Students desiring to obtain transfer credit must provide an Official Proof of Training Document from a licensed California beauty school. An out-of-state transfer student must have an evaluation from the California State Board of Barbering and Cosmetology granting the student the equivalent California hours. It is the student's responsibility to obtain the state's credit evaluation. Acceptance of transfer hours is at the complete discretion of the Academy Director.

NOTE: The School does not accept transfer students who have completed 60 percent or more of their course hours. An outgoing student will receive an "Official Proof of Training" Document crediting hours completed. All prospective transfer students must meet with the school Director for admissions approval. All transfer students will be evaluated based on the school's freshman curriculum to determine their proper status before working on the clinic floor. Inspire Academy does not award credit for prior experimental learning.

If another school in the area closes, Inspire Academy will, at its discretion, accept more than the above-referenced hours for six months following its closure. Inspire Academy will only consider granting credit for prior hours during enrollment. Credit for prior hours will not be given after an enrollment contract has been signed.

Suppose an applicant is transferring from another state or another country. In that case, they must first contact California's Board of Barbering and Cosmetology (BBC) and apply for approval of their hours from their previous school. The documents required for this process can be found on the California BBC website ([www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)). The California BBC will then issue a letter indicating the credit it has approved for the hours taken at the previous school, along with any other requirements. Failure to provide the required documentation of previous training in either circumstance before enrollment will prevent you from being able to apply those hours to your enrollment at Inspire Academy.

The transfer cost for Tuition for all programs is \$15.00 per hour; this does not include the cost of a complete and current Inspire Academy student kit. Students will be charged the above hourly rate for the total hours required for course completion and a Non-Refundable Application fee of \$100.00. Students will be required to take a placement test, and then the Director and Director of Education will decide on how many hours will transfer. There is a \$300 fee for the testing.

## RE-ENTRY/WITHDRAWN STUDENTS

Students who have temporarily withdrawn from the academy may be accepted for re-entry into the program of study. A \$250.00 re-entry fee is required. The student will be placed under the same satisfactory progress status prevailing during the prior withdrawal. Mitigating circumstances may be considered on a case-by-case basis. Inspire Academy reserves the right to reject students who have withdrawn from Inspire Academy twice before. Inspire Academy does not recruit students who are already attending or have been admitted to another school offering a similar program of study. To re-enroll, the following procedure must be completed.

1. Outstanding Tuition, re-entry fee, and other applicable expenses must be paid in advance of satisfactory payment arrangements with the admissions office must be approved.
2. Students re-entering the program will be contracted according to the current tuition cost.
3. Financial agreements will be refinanced to reflect current rates.
4. Students who are Student Tuition Recovery Fund (STRF) will be assessed a prorated STRF fee of \$0.00 or every \$1000.00 dollars.

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

The school does not deny reentry to any service member of the uniformed services for reasons relating to that service.

Re-entry is reserved at the sole discretion of Inspire Academy and may require special conditions. Re-entry for a student requires a personal interview with the school administration. The reentering student will be placed on a 30-day evaluation period. During the 30-day evaluation period, students must demonstrate that they can meet the school's minimum attendance and academic requirements for satisfactory academic progress. The student will then be evaluated for satisfactory academic progress during the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum attendance and educational requirements for that 30-day evaluation period may be terminated. Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left. If a re-enrolling student has previously used all their excused absences provided under their original contract, they will not receive additional time for excused absences under the new re-enrollment contract. In addition, a student may be responsible for any previous overtime charges that had previously accrued but not yet assessed.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS

The transferability of credits you earn at Inspire Academy is at the discretion of the institution you may seek to transfer. Acceptance of the proof of training you earn in any Inspire Academy program is also at the discretion of the institution to which you may seek to transfer. If the diploma you earn at this Academy is not accepted at the institution you seek to transfer, you may be required to repeat some or all your coursework there. For this reason, you should make sure that your attendance at this Academy will meet your educational goals. The transferability of hours and courses completed at Inspire Academy will likely vary between California-based Cosmetology schools and out-of-state schools. Inspire Academy does not have an articulation agreement with any college or university. All financial needs are to be met to receive proof of training. If you transfer to another cosmetology school, they may accept most of your hours; however, transferring to a degree-granting institution will most likely not accept the hours you earn towards an associate or bachelor's degree.

## Licensing Requirements – State of California Barber/Cosmetology Law

In addition to the outlined admission requirements, California Cosmetology Law establishes the following requirements for admission to a School of Cosmetology. The applicant must have the following qualifications to take the Board of Barbering and Cosmetology (Board) exams: Qualifications to take any California Board of Barbering and Cosmetology exams; Be at least 17 years of age; Have completed the 10th grade in a public school or its equivalent; Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code (It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license); Have completed the required hours (based on the program) and the state-required curriculum. A license will be granted to those scoring 75% or higher on the exam. Before signing their enrollment agreement, we encourage potential students to contact the State Board ([www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) or Ph. 800-952- 5210).

## Policy on Distance Education

1. Each student participating in the Distance Education program will be assessed prior to admission in order to determine whether they have the skills and competencies to succeed in a distance Education environment.
2. Interaction with the instructor while engaged in the academic programs will be validated by measurable participation in the online program.
3. Assessments that will be used for calculating the student's GPA must be executed while the student is physically on campus. (This requirement may be changed during periods of natural disaster.)
4. Distance Education will not be utilized as a method of delivery of clinical Instruction in which the student is to perform Practical Applications on a live model and/or client.

5. The Inspire Academy Online Education program consists of three days of onsite instruction and two days of online instruction every week. Online students will receive test scores with written comments on a weekly basis. In-person teacher/student evaluations will be conducted every thirty days.
6. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam to include any applicable competencies required by the State licensure agency prior to Graduation from the program.
7. All transcripts or other documents (official or unofficial) listing academic attainment received will identify the distance Education component.
8. Prior to enrollment, students will be provided with a disclaimer that academic achievement earned via Distance Education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure will be placed in the student file.

*Inspire Academy of Barbering and Cosmetology does not offer Distance Education at this time.*

## Career

### OPPORTUNITIES

Welcome to the exciting world of Beauty and wellness. As a licensed Cosmetologist, Barber, Esthetician, or Nail Tech, your future career opportunities will be rich and varied. Our programs are designed to fit and prepare students for employment in the beauty and wellness field. Each program section includes potential occupations and job titles.

### PLACEMENT

Our mission surrounding job placement is as simple today as it was when we first opened our doors: To bring talented people and great organizations together. This drive to connect people and make them successful is what we mean when we say — It's a lifeSTYLE. Inspire Academy coordinates placement programs with local and National salons by inviting salon owners and guest artists to teach and speak at our Academy. Tell us your career goals, work environment preferences, and interests. We speak your language and understand how to present opportunities that showcase your unique talents, fit your personality, and allow you to take the next step in your career.

We are committed to your Education and future career. We will assist in finding employment through salon visits, employer presentations, and promotions. We will also use our relationships with salons and spas to help all students with salon placement.

Career guidance is readily available.

### POTENTIAL EARNINGS

As with any career, the amount of income one can earn in the beauty and wellness industry is directly related to the amount of effort one applies to one's career. Minimum effort most likely will result in minimum earnings, while maximum efforts can lead to much higher levels of compensation. One's ability to earn income in the beauty and wellness industry is very dependent upon one's ability to communicate,

present oneself professionally, develop great people skills, and maintain a positive attitude. The Inspire Academy curriculum is designed to teach students these skills to help them obtain an entry-level position upon Graduation and licensing, but the effort students put forth to learn these skills is solely up to them. In addition to the above earning considerations, earnings levels can depend on work location, tipping habits, competition, the discretion of your employer, and/or the position held. Accordingly, since earnings depend on the individual's efforts and other factors, Inspire Academy does not make any express or implied claim about the salary or wages you may earn after completing your designated educational program.

Wage and salary data for career occupations is available from the US Department of Labor at its Bureau of Labor Statistics (<http://www.bls.gov/bls/blswage.htm>).

## Programs of Study

Inspire Academy offers various programs in Barbering, Barbering Crossover, Cosmetology, Cosmetology Crossover, Esthetics, and Manicuring. Whatever path you select, Inspire Academy has the programs to help you realize your career goals. This section will help you decide which program is most suitable for you, with essential details including the subjects you will study and some career opportunities each program will prepare you for.

### Barbering Program

#### COURSE OVERVIEW

Clocked Course Hours: 1250

The courses are comprised of three learning areas: Theory Classroom Instruction, Shop Classroom, and Shop Floor learning experiences.

1. ***The Freshman Classroom:*** Your Freshman Classroom time for the first 300-350 hours will be guided with individual attention and group learning experiences using periodic evaluations explicitly developed to monitor your progress. Your classroom is divided into five (5) areas: cutting, shaving, hairstyling, coloring, and texture. Classroom Learning Experiences may include retail, motivation, self-improvement, professional development, and attendance. Education may be conducted by an instructor, non-licensed staff member, or guest artist.
2. ***The Shop Floor Experience:*** You will spend your last 950-900 hours at Inspire Academy in a natural “barbershop environment” by acting and working like a true barbershop professional! You will be working on paying customers to prepare you for your future as a barber!
3. ***The Senior Experience:*** In addition to working on the shop floor, students in their last 200 hours will focus on the State Board, with mock State Board classes happening once a week and theory reviews occurring daily. Lessons and projects centered around working behind a chair and learning how to be a professional are also occurring at this time.

## PROGRAM DESCRIPTION

The curriculum for students enrolled in the Barbering program consists of 1250 clock hours of Technical Instruction and Practical Training, which will include at least the state-mandated subject hours listed in the chart below.

Instruction will cover the art and science of barbering, from hair and skin care techniques to business skills and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barber and Cosmetology Act. *The minimum hours of the institution's programs exceed the Board of Barber and Cosmetology requirements.*

Description	Theory Hours	Practical Application Hours
Laws and Regulations	50	0
Health and Safety	50	0
Disinfection and Sanitation	100	100
Hairstyling	50	100
Permanent Waving/Chemical Straightening	30	35
Hair Coloring and Bleaching	70	65
Hair Cutting	50	100
Shaving Preparation and Performance	100	100

### Specific Program Graduation Requirements:

In addition to meeting the basic Inspire Academy Graduation requirements, students are required to successfully complete the 1250 clock hours of barber training described above.

Students enrolled in our Barbering Program are preparing for entry-level positions as barbers, stylists, hair-cutting or coloring specialists, managers, or future owners at a barber shop or salon and entry-level styling positions in television, film, or fashion.

Please refer to the Department of Labor website at <https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm> for more information regarding the employability and availability of these occupations.

Job opportunities for Barbers include, but are not limited to:

Master Barber	Business Owner	Educator
Color Specialist	TV, Film, or Theater	Cruise Ship Barber
Barbershop Manager	Barber	

S.O.C Codes 39-5011 Barbers. Provide barbering services, such as cutting, trimming, shampooing, styling hair, trimming beards, or giving shaves.

## COURSE SCHEDULE

### Full-Time

The 1250-hour full-time programs last 36-42 instructional weeks, depending on the schedule selected. Thirty-minute clocked lunches are taken for schedules that exceed 6 hours.

Daily Schedule: Monday – Friday, 9:00 am – 5:30 pm (36 instructional weeks)

Evening Schedule: Monday – Friday, 4:00 pm – 10:00 pm (42 instructional weeks)

### Part-Time

The 1250-hour part-time program lasts 50-75 instructional weeks.

Daily Schedule: Monday – Friday, 9:00 am – 3:30 pm (50 instructional weeks)

Evening Schedule: Monday – Friday, 6:00 pm – 10:00 pm (75 instructional weeks)

*Modified schedules for justified reasons are at the discretion of ownership.*

# Cosmetology Program

## COURSE OVERVIEW

Clocked Course Hours: 1500

The courses are divided into three areas of learning: Theory Classroom Instruction, Salon Classroom, and Salon Floor learning experiences.

1. **The Freshmen Classroom:** Your Freshmen Classroom time for the first 300-350 hours will be guided by individual attention and group learning experiences using periodic evaluations explicitly developed for monitoring your progress. Your classroom is divided into six (6) areas: cutting, coloring, texture, makeup, skin, and nails. Classroom Learning Experiences may also include retail, motivation, self-improvement, professional development, and attendance Education, which may be conducted by an instructor, non-licensed staff member, or guest artist.
2. **The Shop Floor Experience:** You will spend your last 1,200-1,500 hours at Inspire Academy in a natural “salon environment” by acting and working like a professional! You will be working on paying customers to prepare you for your future as a cosmetologist!
3. **The Senior Experience:** In addition to working on the salon floor, students in their last 200 hours will focus on the State Board, with mock State Board classes happening once a week and theory reviews occurring daily. Lessons and projects centered around working behind a chair and learning how to be a professional are also occurring at this time.

## PROGRAM DESCRIPTION

The curriculum for students enrolled in the Cosmetology program consists of 1500 clock hours of Technical Instruction and Practical Training, which will include, at a minimum, the state-mandated subject hours listed in the chart below.

Instruction will cover the art and science of cosmetology, from hair, makeup, skincare, and manicuring techniques to business skills and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act. *The minimum hours of the institution's programs exceed the Board of Barber and Cosmetology requirements.*

Description	Theory Hours	Practical Application Hours
Laws and Regulations	50	0
Health and Safety	50	0
Disinfection and Sanitation	100	100
Hairstyling	50	100

Permanent Waving/Chemical Straightening	30	35
Hair Coloring and Bleaching	70	65
Hair Cutting	50	100
Manual, Electric, and Chemical Facials	100	50
Eyebrow Beautification and Makeup	25	25
Manicuring and Pedicuring	35	10
Artificial Nails and Wraps	35	20

**Specific Program Graduation Requirements:**

In addition to meeting the basic Inspire Academy Graduation requirements, students are required to successfully complete the 1500 clock hours of cosmetology training described above.

Students enrolled in our Cosmetology Program are preparing for an entry-level position as a hair designer, stylist, hair cutting or coloring specialist, manager, or future owner at a salon or spa, as well as entry-level styling positions in television, film, or fashion.

Please refer to the Department of Labor website at <https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm> for more information regarding the employability and availability of these occupations.

Job opportunities for Cosmetologists include, but are not limited to:

Master Stylist	Business Owner	Educator
Color Specialist	TV, Film, or Theater Barber	Cruise Ship Stylist
Salon/Spa Manager	Editorial or Session Stylist	

S.O.C Codes 39-5012 Hairdressers, Hair Stylists, and Cosmetologists. Provide beauty services, such as shampooing, cutting, coloring, styling hair, and massaging and treating the scalp. They may also apply makeup, dress wigs, remove hair, and provide nail and skin care services.

## COURSE SCHEDULE

### Full-Time

The 1500-hour full-time program lasts 43-50 instructional weeks, depending on the schedule selected. Thirty-minute clocked lunches are taken for schedules exceeding 6 hours.

Daily Schedule: Monday – Friday, 9:00 am – 5:30 pm (43 instructional weeks)

Evening Schedule: Monday – Friday, 4:00 pm – 10:00 pm (50 instructional weeks)

### Part-Time

The 1500-hour part-time program lasts 50-75 instructional weeks.

Daily Schedule: Monday – Friday, 9:00 am – 3:30 pm (50 instructional weeks)

Evening Schedule: Monday – Friday, 6:00 pm – 10:00 pm (75 instructional weeks)

*Modified schedules for justified reasons are at the discretion of ownership.*

## Esthetics Program

### COURSE OVERVIEW

Clocked Course Hours: 600

The coursework is divided into two sections: Theory Classroom Instruction and Salon Classroom Learning Experience & the Salon Floor Experience.

1. **Theory Classroom Instruction:** The first 250 hours are devoted to classroom workshops, where students learn foundational principles, technical information, professional practices, and Disinfection and Sanitation.
2. **Salon Classroom Learning & Salon Floor Experience:** The remaining 350 hours are spent in the salon classroom area, where students will continue theory. At the same time, instructional practical experience is gained and working on the salon floor on paying clients.

### PROGRAM DESCRIPTION

The curriculum for students enrolled in the Esthetics program consists of 600 clock hours of Practical Training and Technical Instruction, including at least the state-mandated subject hours listed in the chart below.

Instruction will cover the art and science of Esthetics, from skin care treatments and techniques, makeup, and hair removal to business skills and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

Description	Theory Hours	Practical Application Hours
Laws and Regulations	50	0
Health and Safety	50	0
Disinfection and Sanitation	100	100
Manual, Electric, and Chemical Facials	70	140
Waxing	30	50
Eyebrow Beautification and Lashes	25	100
Makeup	20	40

#### **Specific Program Graduation Requirements:**

In addition to meeting the basic Inspire Academy graduation requirements, students are required to successfully complete 600 clock hours of Esthetician training as described above.

The instructional program of Inspire Academy meets or exceeds the requirements above. Exceeds means that during your training, you may complete more services than those listed; however, the Board of Barbering and Cosmetology (BBC) requires no additional hours over 600.

Students enrolled in our Esthetics program are preparing for an entry-level position as an Esthetician, skin care specialist, manager, or a future owner of a salon or spa, as well as product or sales representative, television, film, or fashion makeup artist, beauty industry specialist, skincare platform artist, or Esthetician training specialist.

Please refer to the Department of Labor website at <https://www.bls.gov/ooh/personal-care-and-service/skincare-specialists.htm> for more information regarding the employability and availability of these occupations.

Job opportunities for Estheticians include, but are not limited to:

Day Spa Manager	International Hotel Spa	Makeup Artistry
Business Owner	Plastic Surgery Office	TV, Film, or Theater
Waxing Technician	Mobile Spa	Artist
Medical Spa	Hospital Cancer	Sales & Education
Dermatology Clinic	Treatment Centers	

S.O.C Code: 39-5094 Skincare Specialists. Provide skincare treatments to the face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists. Illustrative examples: Medical Esthetician, Facialist

## COURSE SCHEDULE

### Part-Time

Daily Schedule: Monday, Tuesday, and Wednesday, 9:00 am – 3:30 pm (33 instructional weeks)

Evening Schedule: Monday – Wednesday, 6:00 pm – 10:00 pm (30 instructional weeks)

*Modified schedules for justified reasons are at the discretion of ownership.*

## Manicuring Program

### COURSE OVERVIEW

Clocked Course Hours: 400

The coursework is divided into Theory Classroom Instruction and Salon Classroom Learning & Salon Floor Experience.

1. **Theory Classroom Instruction:** The first 35 hours are devoted to classroom workshops, where students learn manicuring principles, technical information, professional practices, and Disinfection and Sanitation.
2. **Salon Classroom Learning & Salon Floor Experience:** The remaining 365 hours are spent in the salon classroom area, where students will continue theory instruction. Practical experience is gained.

### PROGRAM DESCRIPTION

The curriculum for students enrolled in the Manicuring program consists of 400 clock hours of Practical Operations and Technical Instruction in the art and science of spa manicuring, which will include, at a minimum, the state-mandated subject hours listed in the chart below.

The program provides the student with the knowledge and skills needed for an entry-level spa manicurist/nail technician position in the beauty and wellness industry. Students will learn the State Board requirements for disinfection, Sanitation, and safety, as well as basic manicures, pedicures, acrylics, gels, wraps, and Application of nail PS. In addition, students will learn spa consultation for nail services, emphasizing creating a "customized spa experience." This program of study satisfies the provisions of Section 7316 of the California Barbering and Cosmetology Act. *The minimum hours of the institution's programs exceed the Board of Barber and Cosmetology requirements.*

Description	Theory Hours	Practical Application Hours
Laws and Regulations	50	0
Health and Safety	50	0
Disinfection and Sanitation	50	50
Manicuring and Pedicuring	25	15 (Man)/ 10 (Ped)
Nails-Tips, Wraps, and Artificial	50	225

### Specific Program Graduation Requirements:

In addition to meeting the basic Inspire Academy Graduation requirements, students are required to successfully complete 400 clock hours of Manicuring training as described above.

The instructional program of Inspire Academy meets or exceeds the requirements above. Exceeds means that during your training, you may complete more services than what is listed; however, the Board of Barbering and Cosmetology (BBC) requires no additional hours over 400.

Students enrolled in our Manicure Program are preparing for an entry-level position as a nail technician in a salon, spa, resort hotel, or the television, film, or fashion industries.

Please refer to the Department of Labor website at <http://www.bls.gov/ooh/personal-care-and-service/manicuristsand-pedicurists.htm> for more information regarding the employability and availability of these occupations.

Job opportunities for Nail Technicians include, but are not limited to:

Nail Technician	Mobile Salon	Sales & Education
Business Owner	TV, Film, or Theater	Cruise Ship Nail
Salon Manager	Nail Technician	Technician

S.O.C. Code 39-5092 Manicurists and Pedicurists. Clean and shape customers' fingernails and toenails. May polish or decorate nails. Illustrative examples: Nail Technician, Fingernail Sculptor.

## COURSE SCHEDULE

### Part-Time

Evening Schedule: Tuesday, Wednesday, and Thursday, 5:00 pm – 10:00 pm (27 instructional weeks)

*Modified schedules for justified reasons are at the discretion of ownership.*

# Barbering Crossover Program

## COURSE OVERVIEW

Clocked Course Hours: 200

The coursework is divided into Theory Classroom Instruction and Salon Classroom Learning & Salon Floor Experience.

1. **Theory Classroom Instruction:** The first 30 hours are devoted to classroom workshops, where students learn foundational principles, technical information, professional practices, and sanitation.
2. **Salon Classroom Learning & Salon Floor Experience:** The remaining 170 hours are spent in the shop classroom and the shop floor area, where practical hands-on experience is gained.

## PROGRAM DESCRIPTION

The curriculum for students enrolled in the Barbering Crossover program consists of 200 clock hours of Technical Instruction and Practical Training, which will include at least the state-mandated subject hours listed in the chart below. Instruction will cover the art and science of barbering, from hair and skin care techniques to business skills and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act. *The minimum hours of the institution's programs exceed the Board of Barber and Cosmetology requirements.*

Description	Theory Hours	Practical Application Hours
Shaving Preparation and Performance	100	100

### Specific Program Graduation Requirements:

In addition to meeting the basic Inspire Academy graduation requirements, students are required to successfully complete the 200 clock hours of Barbering Crossover training described above.

Students enrolled in our Barbering Crossover program are preparing for an entry-level position as a barber, stylist, hair-cutting or coloring specialist, manager, or a future owner at a barber shop or salon and entry-level styling positions in television, film, or fashion.

Please refer to the Department of Labor website at <https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm> for more information regarding the employability and availability of these occupations.

Job opportunities for Barbers include, but are not limited to:

Master Barber	Business Owner	Educator
Color Specialist	TV, Film, or Theater	Cruise Ship Barber
Barbershop Manager	Barber	

S.O.C Codes 39-5011 Barbers. Provide barbering services, such as cutting, trimming, shampooing, styling hair, trimming beards, or giving shaves.

## COURSE SCHEDULE

### Full-Time

The 200-hour full-time program lasts 5.5-7 instructional weeks, depending on the schedule selected. Thirty-minute clocked lunches are taken for schedules exceeding 6 hours.

Daily Schedule: Monday – Friday, 9:00 am – 5:30 pm (5.5 instructional weeks)

Evening Schedule: Monday – Friday, 4:00 pm – 10:00 pm (7 instructional weeks)

### Part-Time

The 200-hour part-time program lasts 10-15 instructional weeks.

Daily Schedule: Monday – Friday, 9:00 am – 3:30 pm (7 instructional weeks)

Evening Schedule: Monday – Friday, 6:00 pm – 10:00 pm (10 instructional weeks)

*Modified schedules for justified reasons are at the discretion of ownership.*

## Cosmetology Crossover Program

### COURSE OVERVIEW

Clocked Course Hours: 300

The coursework is divided into Theory Classroom Instruction and Salon Classroom Learning & Salon Floor Experience.

1. **Theory Classroom Instruction:** The first 60 hours are devoted to classroom workshops, where students learn foundational principles, technical information, professional practices, and sanitation.
2. **Salon Classroom Learning & Salon Floor Experience:** The remaining 240 hours are spent in the salon classroom and the salon floor area, where practical hands-on experience is gained.

### PROGRAM DESCRIPTION

The curriculum for students enrolled in the Cosmetology Crossover program consists of 300 clock hours of Technical Instruction and Practical Training, which will include at least the state-mandated subject hours listed in the chart below. Instruction will cover the art and science of cosmetology, from techniques in hair, makeup, skincare, and manicuring to business skills and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act. *The minimum hours of the institution's programs exceed the Board of Barber and Cosmetology requirements.*

Description	Theory Hours	Practical Application Hours
Manual, Electric, and Chemical Facials	100	50
Eyebrow Beautification and Makeup	25	25
Manicuring and Pedicuring	35	10
Artificial Nails and Wraps	35	20

### Specific Program Graduation Requirements:

In addition to meeting the basic Inspire Academy Graduation requirements, students are required to successfully complete the 300 clock hours of cosmetology training described above.

Students enrolled in our Cosmetology Crossover Program are preparing for an entry-level position as a hair designer, stylist, hair-cutting or coloring specialist, manager, future owner at a salon or spa, and entry-level styling positions in television, film, or fashion.

Please refer to the Department of Labor website at <https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm> for more information regarding the employability and availability of these occupations.

Job opportunities for Cosmetologists include, but are not limited to:

Master Stylist	Business Owner	Educator
Color Specialist	TV, Film, or Theater Barber	Cruise Ship Stylist
Salon/Spa Manager	Editorial or Session Stylist	

S.O.C Codes 39-5012 Hairdressers, Hair Stylists, and Cosmetologists. Provide beauty services, such as shampooing, cutting, coloring, styling hair, and massaging and treating the scalp. They may also apply makeup, dress wigs, remove hair, and provide nail and skin care services.

## COURSE SCHEDULE

### Full-Time

The 300-hour full-time program lasts 8.5-10 instructional weeks, depending on the schedule selected. Thirty-minute clocked lunches are taken for schedules that exceed 6 hours.

Daily Schedule: Monday – Friday, 9:00 am – 5:30 pm (8.5 instructional weeks)

Evening Schedule: Monday – Friday, 4:00 pm – 10:00 pm (10 instructional weeks)

## Part-Time

The 300-hour part-time program lasts 10-15 instructional weeks.

Daily Schedule: Monday – Friday, 9:00 am – 3:30 pm (10 instructional weeks)

Evening Schedule: Monday – Friday, 6:00 pm – 10:00 pm (15 instructional weeks)

*Modified schedules for justified reasons are at the discretion of ownership.*

# Grading, Evaluations, & Satisfactory Progress

## Grading System & Evaluations

Regardless of which Inspire Academy program you choose, your academic progress will be measured according to the grading system below.

**THEORY:** Theory or Technical Instruction is the instruction students receive through demonstration, lecture, classroom participation, and examination.

Theory work will be graded as follows:

Grade	Level
A = 90% to 100%	Excellent
B= 80% to 89%	Good
C= 70% to 79%	Satisfactory
F= 0% to 69%	Failing

**PRACTICAL TRAINING:** Practical Training or Practical Operations are the projects, Practical operations, and services students perform on another person (client or another student) or a mannequin.

Practical Training work will be graded as follows:

Grade	Level
A = 90% to 100%	Excellent
B= 80% to 89%	Good
C= 70% to 79%	Satisfactory
F= 0% to 69%	Failing

**ATTENDANCE:** Students must attend at least 67% of their scheduled hours to maintain Satisfactory Academic Progress (SAP).

### On-Campus Test Requirement

All tests are required to be taken on campus. Any test taken off campus will not be considered.

## GRADUATION REQUIREMENTS

To graduate, each student must maintain a minimum grade of 80% in Theory tests and 80% in Practical Assessment evaluations and complete the minimum technical hours and Practical operations as mandated by the Board of Barbering and Cosmetology. Inspire Academy students receive a diploma for their program of study once they have completed their program's required clock hours, Practical operations, and technical hours, provided they have passed all Theory exams and Practical Training assessments with satisfactory grades or higher. Please refer to individual program listings for any program-specific graduation requirements; all financial obligations with Inspire Academy must be met, and arrangements must be made before the release of final documents.

### **CIMA Requirements and State Board Prep Class**

1. Complete all tests, quizzes, and activities on CIMA, including all State Board Prep Tests, before graduation (80% or higher).
2. Complete the State Board Prep class and all associated tests before graduation. Failure to complete these requirements will result in a delay in graduation and the release of final documents.

**CIMA Progress Requirement:** If you fall behind on CIMA coursework, you will be placed on academic probation. During this time, you will be required to focus solely on CIMA until all bookwork is current. Failure to catch up promptly may result in further academic consequences, including delays in your program completion.

**Overtime Balance Payment Requirement:** All overtime balances must be paid in full prior to graduation. If the overtime balance is not settled by the graduation date, the student will not be permitted to graduate or receive any official documentation, including diplomas or transcripts. Additionally, the student may be placed on administrative leave of absence prior to graduation until the balance is paid in full.

## Attendance

When it comes to student success, attendance is the key. Regular attendance not only ensures that you graduate on time but also ensures that you acquire the knowledge and experience that you need to achieve your goals. Our guidelines for student attendance are detailed below.

### **ATTENDANCE POLICY**

Inspire Academy applies its attendance policy uniformly and equitably, operating as a clock-hour institution that appropriately awards attendance credits for all attended hours. The Academy does not add or deduct attendance hours whatsoever. Students are required to clock in and out honestly and accurately, reflecting true attendance, including for lunch breaks and any departures from campus. Excused and unexcused absences are only for the purpose of determining satisfactory progress. If the program is not completed by the student's contracted graduation date, the student will incur overtime charges as indicated in the

Enrollment Agreement. All students must complete their course within 143% of the scheduled program plus any authorized leaves of absences. Student progress toward course completion within the maximum permitted time will be assessed at the conclusion of each evaluation period. Attendance Progress will be determined by dividing the student's total number of hours attended by the number of hours that could have been completed from the student's start date (Scheduled Hours). To meet satisfactory progress standards, students must maintain an overall attendance rate of at least 67%.

**TARDINESS:** There is no grace period, and tardiness is not permitted under any circumstances. Time clocks are programmed to lock after the start of the scheduled (contracted) start time. In order to protect the educational experience of all students, a student is deemed late and ineligible to clock in for 1 hour if they arrive after the scheduled (contracted) course start time so as not to interrupt theory lectures; in this case, students must return within the hour to resume instruction. For example, if a student's scheduled start time is 9 AM, they should return by 10 AM.

**ABSENCE:** A student placed on attendance probation (see SAP) for not meeting the minimum attendance criteria can reestablish satisfactory attendance progress by attending the maximum hours required to raise their average to the minimum level. If a student fails to attend for 14 consecutive days, they will be deemed a withdrawn student and face termination by the 21st consecutive day. In such cases, the withdrawal policy will be enforced.

**EXCUSED/UNEXCUSED ABSENCES:** Excused and unexcused absences are only for the purpose of determining satisfactory progress (see SAP). Any absence documented for medical or legal reasons is deemed excused. Absences not falling into these categories are viewed as unexcused and could lead to termination. Should a leave of absence be approved for a valid reason, the number of days missed will be added to the contracted date of completion. Conversely, if a leave of absence is denied, the number of days missed will be subtracted from the 10-day grace period allowed beyond the date of completion.

## Satisfactory Academic Progress Policy (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure all students receive a copy before enrollment. It is applied consistently to all full-time and part-time students in the Barbering, Cosmetology, Esthetics, and Manicuring programs. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

## EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

- Barbering: 450, 901, 1250 actual hours
- Barbering Crossover: 100, 200 actual hours
- Cosmetology: 450, 901, 1250, 1500 actual hours
- Cosmetology Crossover: 150, 300 actual hours
- Esthetics: 300, 600 actual hours
- Manicuring: 200, 400 actual hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

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

## ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% range). If the performance does not meet satisfactory requirements, it is not counted and must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to test procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 80% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

A = 90% to 100%	Excellent
B= 80% to 89%	Good
C= 70% to 79%	Satisfactory
F= 0% to 69%	Failing

## MAXIMUM TIMEFRAME

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

COURSE DESCRIPTION	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Barbering (Full-time, 35 hrs/wk) – 1250 Hours	38	1,875
Barbering (Part-time, 30 hrs/wk) – 1250 Hours	42	1,875
Barbering (Part-time, 20 hrs/wk) – 1250 Hours	62.5	1,875
Barbering Crossover (Full-time, 35 Hrs/wk) – 200 Hours	8.5	300
Barbering Crossover (Part-time, 20 Hrs/wk) – 200 Hours	15	300
Cosmetology (Full-time, 35 hrs/wk) - 1500 Hours	43	2,250
Cosmetology (Part-time, 30 hrs/wk) – 1500 Hours	50	2,250
Cosmetology (Part-time, 20 hrs/wk) – 1500 Hours	75	2,250
Cosmetology Crossover (Full-time, 35 hrs/wk) – 300 Hours	13	450
Cosmetology Crossover (Part-time, 20 hrs/wk) – 300 Hours	22.5	450
Esthetics (Part-time, 18 hrs/wk) – 600 Hours	33	900
Manicuring (Part-time, 15 hrs/wk) – 400 Hours	27	600

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

The maximum time allowed for transfer students needing less than the complete course requirements or part-time students will be determined based on 67% of the contracted hours.

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school with the same progress status as before 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 during the leave of absence. They will not be included in the student's cumulative attendance percentage calculation.

## DETERMINATION OF PROGRESS STATUS

Students meeting the minimum academic requirements and attending the evaluation point are making satisfactory academic progress until the subsequent scheduled evaluation. Students will receive written and electronic copies of their Satisfactory Academic Progress determination at the end of each evaluation.

## ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule to be considered to maintain satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course. This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## **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 during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the subsequent evaluation. If the student has not met the attendance and academic requirements at the end of the warning period, they may be placed on probation.

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

## **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period IF the student appeals the decision and prevails upon appeal. Additionally, only students who can 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 the requirements outlined in the academic plan by the end of the next evaluation period. Students progressing according to their specific academic plan will be considered to be making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the subsequent evaluation. If, at the end of the probationary period, the student has still not met the attendance and academic requirements required for satisfactory academic progress or by the academic plan, they will be determined as NOT making satisfactory academic progress.

## **APPEAL PROCEDURE**

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

## **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school with the same progress status as before 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. They will not be included in the student's cumulative attendance percentage calculation. Students who withdraw before completing the course and wish to re-enroll will return to the same satisfactory academic progress status as at the moment of withdrawal.

## **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items do not affect the school's satisfactory academic progress standards.

## **TRANSFER HOURS**

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both Attempted and earned hours to determine when the allowable maximum timeframe has been exhausted.

# **Standards for Student Achievement**

## **STUDENT PROGRESS**

Your progress towards achieving your career success is measured by your attitude, attendance, and your classroom academic and Practical achievements. Your School Catalog has specific details about student grades and maintaining Satisfactory Academic Progress. There are benefits to maintaining good student grades and Satisfactory Academic Progress. A student becomes eligible in certain states to apply to take the state board licensing exam when they have reached 75% completion of their program of study. This process is called pre-application, and it will accelerate the scheduling of your state licensing exam date after you Graduate from your program of study. Please see your School Registrar for additional details that may apply to your program of study.

## **ACADEMIC ACHIEVEMENT**

Academic achievement includes your grades for Technical Instruction (written and Practical Theory tests and assignments) and Practical Training (working on mannequins and clients on the salon floor). Our programs were developed to support different learning styles and incorporate lessons, demonstrations, media, and activities to enhance learning. If you have Questions regarding daily lessons, please talk with your instructor or School Directors.

Coming to school prepared for your daily lessons and assignments would be best. Ensure you bring the books/electronic devices and equipment to perform your Technical Instruction and Practical Training assignments. Students who do not come prepared with the books/electronic devices and materials they need to participate in that day's lessons fully may be required to clock out until they return with the necessary books/electronic devices.

Devices and equipment. You must complete all the Technical Instruction and Practical Training components of the program you are enrolled in. If your attendance affects completing these requirements as scheduled,

you must make up the Practical and technical operations missed to meet the state board minimum requirements. This may or may not cause you to attend additional instructional hours.

All students are responsible for tracking operations and theory on their timecards. An instructor will sign off on all work done on Clients and mannequins. All operations and theories need to be signed off by their instructors.

## EXTERNSHIPS REQUIREMENTS

Currently, Inspire Academy is not offering externships.

# Tuition & Financing

## Cost of Tuition & Supplies

Because of inflationary cycles and because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change. The schedule of total charges for a period of attendance and the estimated schedule of total charges for the entire educational program are the same.

Licensed professionals and students unaffiliated with Inspire Academy requiring remedial hours or hours required by the Board of Barbering and Cosmetology are charged at a rate of \$15.00 per hour plus registration fee and any materials or books required.

## BARBERING

Tuition	\$9,000.00
Application Fee (nonrefundable)	\$100.00
Student Tuition Recovery Fund (STRF) (nonrefundable)	\$0.00
Uniforms – Smock (due at signing/nonrefundable)	\$60.00
Student Kit (due at signing/nonrefundable)	\$2,150.00
MindTap Textbook Bundle (due at signing/nonrefundable)	\$350.00
Assessment fees for transfer of credits (if applicable)	\$300.00
Additional Training Time beyond On-Time Graduation Date (if applicable)	\$15.00/hr.
<b>TOTAL COSTS</b>	<b>\$11,660.00</b>

## BARBERING CROSSOVER

Tuition	\$3,000.00
Application Fee (nonrefundable)	\$100.00
Student Tuition Recovery Fund (STRF) (nonrefundable)	\$0.00
Uniforms - Smock (due at signing/nonrefundable)	\$60.00

Additional Training Time beyond On-Time Graduation Date (if applicable)	\$15.00/hr.
<b>TOTAL COSTS</b>	<b>\$3,160.00</b>

## COSMETOLOGY

Tuition	\$10,000.00
Application Fee (nonrefundable)	\$100.00
Student Tuition Recovery Fund (STRF) (nonrefundable)	\$0.00
Uniforms – Smock (due at signing/nonrefundable)	\$60.00
Student Kit (due at signing/nonrefundable)	\$2,250.00
MindTap Textbook Bundle (due at signing/nonrefundable)	\$350.00
Assessment fees for transfer of credits (if applicable)	\$300.00
Additional Training Time beyond On-Time Graduation Date (if applicable)	\$15.00/hr.
<b>TOTAL COSTS</b>	<b>\$12,760.00</b>

## COSMETOLOGY CROSSOVER

Tuition	\$4,500.00
Application Fee (nonrefundable)	\$100.00
Student Tuition Recovery Fund (STRF) (nonrefundable)	\$0.00
Uniforms - Smock (due at signing/nonrefundable)	\$60.00
Additional Training Time beyond On-Time Graduation Date (if applicable)	\$15.00/hr.
<b>TOTAL COSTS</b>	<b>\$4,660.00</b>

## ESTHETICS

Tuition	\$7,000.00
Application Fee (nonrefundable)	\$100.00
Student Tuition Recovery Fund (STRF) (nonrefundable)	\$0.00
Uniforms - Smock (nonrefundable)	\$60.00
Student Kit (due at signing/nonrefundable)	\$1,700.00
MindTap Textbook Bundle (due at signing/nonrefundable)	\$350.00
Assessment fees for transfer of credits (if applicable)	\$300.00
Additional Training Time beyond On-Time Graduation Date (if applicable)	\$15.00/hr.
<b>TOTAL COSTS</b>	<b>\$9,210.00</b>

## MANICURING

Tuition	\$5,000.00
Application Fee (non-refundable)	\$100.00
Student Tuition Recovery Fund (STRF) (nonrefundable)	\$0.00
Uniforms - Smock (due at signing/nonrefundable)	\$60.00
Student Kit (due at signing/nonrefundable)	\$1,100.00
MindTap Textbook Bundle (due at signing/nonrefundable)	\$350.00
Assessment fees for transfer of credits (if applicable)	\$300.00
Additional Training Time beyond On-Time Graduation Date (if applicable)	\$15.00/hr.
<b>TOTAL COSTS</b>	<b>\$6,610.00</b>

Minimum payments are due before classes commence. The school accepts cash, cashier checks, and money orders. Payment arrangements must be made fifteen (15) days before the start date. Returned checks will incur a \$35.00 charge.

*Note: Room and Board NOT Offered. The above kit prices include sales tax. (STRF charges are non-refundable)*

## Financing/Tuition Payment Options

### FINANCIAL ASSISTANCE

Inspire Academy students can seek financial assistance through third-party loans, community groups, and private organizations offering scholarships and special awards. Inspire Academy offers in-house scholarships and flexible payment plans. The institution does not participate in federal and state financial aid programs. If a student obtains a loan to pay for an educational program, the student will have to repay the total amount plus interest, less the refund amount. If the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

### TUITION WAIVER

Tuition waivers are only approved by the school director. Tuition Waivers are done for exceptional circumstances, hardship, or disputes.

### Payment Policy and Consequences

We understand that financial challenges can arise, and we are here to work with you through these difficulties. However, to ensure smooth operations, the following steps will be taken if payments are missed:

- 1) **First Missed Payment:** A verbal warning will be issued.
- 2) **Second Missed Payment:** A written notice will be provided.
- 3) **Third Missed Payment:** You will be placed on administrative leave for up to 90 days to bring your account current. Failure to do so within this period may result in withdrawal from Inspire Academy.

*Please contact the director as soon as possible if you foresee any payment issues. We are committed to helping you stay on track with your educational journey.*

## Institutional Refund Policy

A student may withdraw from Inspire Academy any time after the cancellation period (described below in Student's Right to Cancel) and receive a pro-rata refund within 45 days of withdrawal if you have completed 60% or less of the program, which is based on scheduled hours up through the last day of attendance. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/ her enrollment agreement and demands his/her money back in writing, until the first day of class session or the seventh (7) calendar day of signing the enrollment agreement, whichever is later. In this case all monies collected by the school shall be refunded except a non-refundable application fee. This policy applies regardless of whether or not the student has actually started training.

For the purposes of determining a refund under this section, a student's official cancellation or withdrawal shall occur on the earlier of the dates of any of the following circumstances:

- If a student's application is denied, the applicant will be entitled to a full refund excluding the application fee.
- The student notifies Inspire Academy of the student's intent to withdraw in writing.
- Inspire Academy terminates the student's enrollment for failure to maintain Satisfactory Academic Progress; failure to abide by the conduct policy or rules, failure to abide the Attendance Policy and/or failure to meet financial obligations.
- The student has failed to attend class for 14 calendar days.
- Failure to return from a Leave of Absence (LOA).
- A student is expelled from the school.

The date of the student's withdrawal shall be the earlier of the scheduled date of return from the Leave of Absence or the date the student notifies Inspire Academy that the student will not be returning. All refunds are calculated based on the student's last date of attendance and are based on scheduled hours in the payment period, not actual hours attended in the payment period.

If the student's tuition was paid from proceeds of a loan or third party directly to Inspire Academy, the refund shall be sent to the lender, third party or to the state or federal agency that guaranteed the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits in proportion to the number of benefits received, and any remaining amount shall be paid to the student.

If the student defaults on a federal or state loan, both the following may occur:

- The federal or state government or a loan guarantee agency may act against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another school or other government financial assistance at another school until the loan is repaid.

## Student's Right to Cancel

1. The student has the right to cancel and obtain a refund of charges paid through attendance at the first class or the seventh day after enrollment, whichever is later.
2. The student must cancel in writing. They do not have the right to cancel by telephone.
3. After the end of the cancellation period, the student has the right to stop at any time. They also have the right to receive a pro-rata refund if they have completed sixty (60) percent or less of the scheduled clock hours in the payment period.
4. Cancellation occurs when the student gives written notice of cancellation to Inspire Academy.
5. The cancellation date will be determined by the postmark date, if mailed, or the delivery date, if delivered or electronically sent.
6. This written notice need not take any form; it needs only to state you wish to cancel your enrollment agreement. If the student is rejected for training or if a course is canceled, they will receive a refund of all monies paid.
7. If the Enrollment Agreement is canceled before the seven-day cancellation period, Inspire Academy will refund the student.

Students withdrawing from Inspire Academy prior to completion of their contracted program must pay all balances in full before the release of the Proof of Training and/or Record of Withdrawal documents for the hours completed at the Academy.

## Student Tuition Recovery Fund (STRF)

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid Tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your Tuition.” You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or allocation 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. 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 more than Tuition and other costs.
5. 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.
6. 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, let 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 led a written Application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number. Note: Authority cited: Sections 94803, 94877, and 94923, Education Code Reference: Section 94923, 94924, and 94925, Education Code

Inspire Academy of Barbering and Cosmetology collects the non-refundable STRF fee of \$0.00 from cosmetology students, \$0.00 from barber students, \$0.00 from skincare students, and \$0.00 from nail care students and remits it to BPPE. It is a student's obligation to pay the Student Tuition Recovery Fund Fee (STRF).

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 or by visiting <https://www.osar.bppe.ca.gov/>.

# General Rules, Regulations, & Procedures

This section outlines important rules and regulations concerning a student's enrollment at Inspire Academy. All students must comply with Inspire Academy's rules and regulations as a condition of their enrollment. Failure to comply with these Academy rules and regulations can lead to any or all of the following disciplinary actions, depending on the severity of the misconduct: written warnings, probation, suspension, and termination from the Academy.

Students terminated for failing to comply with Inspire Academy rules and regulations may appeal the termination. In this situation, students must submit a written appeal to the Academy Director stating why the decision to terminate should be reversed and requesting a re-evaluation of their status.

## Disciplinary Process & Action

When a student needs to be counseled for disciplinary problems, Inspire Academy of Barbering and Cosmetology implements a progressive approach. The following procedures are entailed:

STEP I	Student receives a verbal warning
STEP II	Student receives a written warning
STEP III	Student is clocked out and sent home
STEP IV	Student is suspended for 3 days
STEP V	Student's enrollment is terminated

Depending on the nature of the behavior, Inspire Academy reserves the right to skip any steps at its discretion.

Students may be escorted out of the facility by a staff member. If a student displays inappropriate or threatening behavior, law enforcement officers will be called to escort the student off the premises. A student may appeal with a letter. (See appeal procedures)

**Applied effort** is an essential expectation in our work environment. This includes bringing all supplies to complete a service for clients, along with textbooks and tablets for theory. Lack of effort will result in a sequence of disciplinary actions, starting with a verbal warning, followed by a written notice, and potentially leading to being sent home for the day. Please note that these steps could potentially be implemented over the course of a single day, emphasizing the importance we place on dedication and effort.

*Inspire Academy reserves the right to modify, amend, or change the above policies and procedures at its discretion and without prior notice. Changes may apply to all current and future students. Students are responsible for staying informed of any changes by regularly reviewing the course catalog and official communications from the Inspire Academy.*

# Standards of Conduct

## APPEARANCE AND DRESS CODE

*Your smile is your logo; your personality is your business card. How you leave others feeling after interacting with you is your trademark.*

Professional black attire is required, specifically all-black bottoms and a black Inspire Academy top. Clothing must be cleanly pressed and not excessively loose or tight. Hair must be clean and styled before arriving. If applicable, cosmetics should be applied before arriving. Should any student be found not complying with the dress code, they will be required to clock out and return dressed appropriately. Overtime fees will be applicable for the time spent rectifying the dress code violation.

**Students should always maintain the following professional dress code:**

- Sweatshirts and printed T-shirts with the Inspire Academy logo must be worn.
- Jackets, coats, vests, sweaters, etc., must be solid black.
- Acceptable black bottoms include scrubs, jeans, chinos (e.g., Dickies, Dockers, etc.), and cargo pants.
- On Wednesdays ONLY, jeans or khakis of any color are acceptable.
- Clothing must be clean and free of stains, wrinkles, and holes.
- Shoes should be comfortable, free of holes, and cover the entire foot.
- Hair must be clean and styled before arriving.
- Makeup is optional but must be applied before arriving.

**The following describes unacceptable attire and accessories:**

- Open-toed, high-heeled shoes, flip flops, slip-ons, beach sandals, stilettos, and slippers, including UGGs and Crocs
- Tank tops, crop tops, or low-cut blouses that expose too much skin
- Sweatpants, pajama bottoms, or sheer, see-through leggings/yoga pants
- Sweatshirts and printed T-shirts with logos or colors other than Inspire Academy (for example, Nike, Adidas, and Jordan)
- Dresses and/or skirts
- Shorts of any kind
- See-through or sheer clothing
- Excessively loose or sagging clothing
- Tops or bottoms with holes
- Sunglasses
- Earbuds or headphones

**ESTHETICS STUDENTS:** Black scrubs and Inspire Academy tops only.

## COMMUNICATION GUIDELINES AND PROFESSIONAL CONDUCT

This section outlines important communication and professional conduct guidelines every student needs to know. Adherence to these rules ensures a respectful and productive environment for everyone. Please take the time to read and understand them.

- Visitors are allowed in the service reception area only.
- Visitors are not permitted in the classrooms, on the clinical floor, or in the student lounge.
- Restrooms are for students and staff only. Public restrooms are available for clients and visitors.
- Only emergency calls are permitted on the business phone.
- Students may not visit with another Student who is providing service to a client.
- Food, drinks, and water bottles are allowed only in the student lounge and are strictly prohibited in the classroom or clinical floor.
- Inspire Academy is a 100% smoke-free campus.
- Stealing or taking academy property or another's personal property is unacceptable and grounds for termination.
- Academy Staff have the right to access and inspect a student's locker at any time.

## SANITATION AND PERSONAL SERVICES

The following sections outline guidelines and policies governing student conduct regarding sanitation and personal services. These rules have been established to foster a safe, healthy, and productive environment for all members of our community. We encourage students to familiarize themselves with these provisions, as adherence to them is essential for maintaining the standards of excellence for which our institution is known.

- Students must always keep workstations and classroom areas clean, sanitary, and clutter-free.
- Students must clean their stations, including the floor, after each service.
- Hair must be swept up immediately following a service before blow-drying.
- Before clocking out, clinic stations must be cleaned at the end of the day.
- Students may receive services on the last week of the month. Estheticians – 3rd Tuesday, Manicuring – Thursday, Cosmo/Barber – 1st and 3rd Wednesday. To receive a service, students must do the following before starting the service:
  - Notify an educator the Monday prior.
  - Be scheduled off the service books by an Educator.
  - Have an attendance percentage for the month at 75% or above.
  - Have an average grade of 80% or above.
  - Personal services are considered rewards and scheduled for current students with all assignments.

## STUDENT CLIENT PROCEDURE

Refusing a client for any reason is strictly prohibited. The student will be sent home for the remainder of the day. If this becomes an ongoing issue, the student could face suspension and/or termination from the program.

## TIMEKEEPING POLICY

All students are responsible for tracking operations and theory on their timecards. All work done on clients and mannequins must be signed off by an instructor. All operations and theory work need to be signed daily at the close of business by their assigned instructor.

## SOCIAL MEDIA POLICY

No pictures, videos, or “going live” are permitted without the media waiver signed by all parties involved. Refusing a client for any reason is strictly prohibited.

# Leave of Absence (LOA) Policy

Occasionally, students may experience extended personal or medical problems, making it difficult to attend their classes. The Academy may allow a student experiencing such circumstances to take a Leave of Absence (LOA) from their program. All LOAs must be pre-approved by an Academy Director, and students must submit their requests on Prestige in advance unless unforeseen circumstances prevent advance notice. If the request is unable to be made in advance, Inspire Academy may grant the request, with written documentation for its reasoning, and the request must be collected from the student later. In this instance, the start date of the LOA will be the first date the student was unable to attend. The electronic request for an LOA must include the starting and ending date of the LOA, the reason for the LOA, and the student’s signature. A student is eligible for one leave of absence during their term of enrollment at Inspire Academy. In the event of extenuating circumstances, a School Director has the discretion to grant an additional LOA. The minimum length of a LOA is five calendar days, and the maximum length is 180 calendar days in any 12-month period.

An LOA is not recommended during a student's freshman period. A LOA will not be granted to an active student who exceeds or surpasses the 100% point of scheduled hours of their program. Students will not be assessed additional Tuition charges while on their LOA. The student enrollment contract will be extended for the same number of days taken in the LOA and will be documented with an addendum to the enrollment agreement. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the same SAP status they held prior to their LOA. Students returning from a LOA must coordinate their return with the school director.

Students granted an LOA are not considered withdrawn, and no refund calculation is required at that time. Students who fail to return from an LOA on their scheduled return date will be terminated and considered dismissed as of the last day of attendance prior to the start of their LOA.

# Drug, Alcohol, & Smoke-Free Zone

## ALCOHOL AND DRUG POLICY

Any student who possesses or is determined to be under the influence of alcohol or drugs while at school will be sent home and subject to termination. If it is determined that you have been under the influence, you may be sent to get a drug test at your own expense within 24 hours. Reinstatement is at the discretion of the school's director. We are a drug-free campus.

**Alcohol:** The following acts are prohibited and will subject staff and students to discipline, up to and including immediate discharge: (1) the unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol; or (2) being under the influence of alcohol.

**Illegal Drugs:** The following acts are prohibited and will subject staff and students to discipline, up to and including immediate discharge: (1) the use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance listed under the Federal Controlled Substances Act or (2) being under the influence of any federally listed illegal drug or other controlled substance.

**Prescription Drugs:** This policy prohibits (1) the abuse of any legal drug; (2) the purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug in a manner inconsistent with law; or (3) working while impaired by the use of a legal drug whenever such impairment might endanger the safety of the employee or some other person, pose a risk of significant damage to Company property or equipment; or substantially interfere with the employee's job performance or the efficient operation of the Company's business or equipment. Nothing in this policy is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs so long as that activity does not violate any law or result in an employee being impaired using such drugs in violation of this policy.

### Drug Treatment Center 24-Hour Help Line 800-711-6375 DRUG-FREE CAMPUS

Inspire Academy reserves the right to modify, amend, or change the above policies and procedures at its discretion and without prior notice. Changes may apply to all current and future students. Students are responsible for staying informed of any changes by regularly reviewing the course catalog and official communications from the institution.

## SMOKING AND VAPING POLICY

Inspire Academy is a smoke-free facility. Use, consumption, or possession of tobacco or vaping products of any type on school premises is prohibited. Failure to follow this policy will result in disciplinary measures and/or dismissal from the program.

## MEDICATION POLICY

For the safety of our clients and students, Inspire Academy reserves the right to encourage students on heavy medications to work on a mannequin. We ask all students to inform the Director of Education of all medication ingested during business hours, including prescription medication.

## Background Checks

**California Board of Barbering and Cosmetology:** The application for examination by the board requires an applicant to disclose background Information relating to any conviction or plea of no contest to any violation of any law of the United States in any state, local jurisdiction or any foreign country to determine a student's eligibility to take the licensing exam. Individuals convicted of a crime can still apply to take the examination. The Board will request documents relating to a conviction to be included with the Application for examination.

These are reviewed and evaluated by the Board on a case-by-case basis.

It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining the required state Board license or any local license. For more information about these requirements, an individual should contact the appropriate agency as follows:

**Board of Barbering and Cosmetology**  
P. O. Box 944226 Sacramento, CA 94244-2260  
Phone: (800) 952-5210 Fax: (916) 575-7281  
[www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

## Health & Safety Considerations

Prospective students should know the physical demands of a beauty and wellness industry professional. Occupations in the beauty and wellness industry generally require continued standing or singing and constant use of the upper torso, shoulders, arms, wrist, hands, upper back, and neck. Certain individuals may have allergies or sensitivities to the typical chemical products used in beauty and wellness occupations. A student must be physically capable of performing all required activities conducted at the Academy and complying with all safety policies and procedures.

### Notice to Students Who May Be Pregnant

*WARNING: Exposure to chemicals used in the cosmetology industry may cause cancer, congenital disabilities, or other reproductive harm to you and your unborn child. In addition, the physical demands required by the school curriculum could place unwanted stress on the mother and child during pregnancy. Please consider this and consult your physician regarding these issues before enrolling and signing the enrollment agreement.*

### SANITATION, DISINFECTION, AND HYGIENE REQUIREMENTS

The students are responsible for sanitizing and disinfecting ALL implements after each use, and everything in lockers is checked once a week for weekly kit checks.

### ***Why is maintaining hygiene standards in a salon/shop/spa essential?***

Maintaining high hygiene standards in your salon/shop/spa is vital to preventing cross-contamination. Fungi, viruses, parasites, and bacteria can easily spread if you don't take action to stop them, whether from yourself, other clients, or dirty tools.

Tools such as combs, scissors, and tweezers are prime candidates for cross-contamination – plus, clients would probably feel a little disgusted if they knew you'd used the same scissors on all clients without cleaning them! Germs can easily spread between clients this way and can cause infections that will make them very unlikely to return to you. The best thing to do is prioritize hygiene in your salon's day-to-day running. You could have a salon hygiene checklist to remind the whole team of best practices and give training on keeping the salon clean.

### ***Who is responsible for maintaining a hygienic salon/shop/spa?***

Everyone working within your salon/shop/spa business is responsible for practicing basic hygiene at the very least. Ensure that all hygienic responsibilities, such as sterilizing combs or keeping the floor clean after a client has had a haircut or their nails filed, have been delegated to your student stylists or salon/shop/spa support staff. Staff create a daily dues checklist to assign tasks and to record when each job has been carried out and by whom. This includes all areas, from the salon/shop/spa floor to the bathroom, the kitchen, the reception area, and everywhere in between. This will ensure that nothing can be forgotten while keeping your salon/shop/spa running efficiently.

### ***How important is keeping the salon/shop/spa floor clean?***

With a heavy flow of footfall, the floor of your salon is a hive of activity and, therefore, needs always to remain clean. If fly-away nail extensions have gone AWOL, or a buildup of hair has accumulated around your cutting area, for example, this needs to be cleared away quickly, not only to avoid accidents such as slips and trips but also to avoid bacteria spreading from location to location. At the end of each day, ensure you clean the floor thoroughly and are ready for the next day!

### ***How important is personal hygiene in a salon/shop/spa?***

All salon/shop/spa students and staff must understand the importance of personal hygiene when working in the cosmetology and barbering industry. Firstly, it's crucial to maintain a professional image that ensures clients are confident in visiting you. Secondly, poor personal hygiene can spread bacteria – things like dirty nails and unwashed hands and clothes can harbor germs that can potentially transfer to clients.

For some treatments, disposable gloves might be preferable to hand washing alone, especially for sensitive areas and treatments such as eyelash application and dermaplaning.

You must ensure that students and staff keep themselves clean when undertaking treatments from client to client. Simple practices such as ensuring hands are clean, and uniforms are free of nail shavings, or hair are all basic things to help your salon/shop/spa stay hygienic.

Keeping on top of salon hygiene isn't tasking and is a serious practice to ensure that your salon complies with the necessary regulations. It also ensures that your business looks more appealing and builds trust with your clients as a salon/shop/spa that pays attention to detail.

## Verbal Agreement Policy

There are NO verbal agreements between staff, instructors, and students. Any “agreement” will be documented in writing, and all parties involved will initial or sign it. Fraternizing between staff and students is not permitted.

## Sexual Harassment, Assault & Violence Policy

### EQUAL EDUCATIONAL OPPORTUNITY

Inspire Academy is committed to providing an educational climate conducive to everyone's personal and professional development. Students should be aware that discrimination and/or other harassment within the Inspire community based on age, color, ethnic background, disability, family status, gender, National origin, race, religion, sex, sexual orientation, or veteran status is unacceptable. To fulfill its educational mission, Inspire Academy designates the Director of Compliance “Academy Director” as its designated Representative to coordinate its Equal Employment Opportunity/Affirmative Action efforts.

Students who feel that they have been harassed or discriminated against or feel that Inspire Academy has not adequately fulfilled its obligations under the provisions of the ADA should follow the Grievance Procedures stated below. For grievances other than those related to harassment and discrimination policy, please follow the procedure outlined in this Student Handbook for student complaints under Notice of Student Rights.

### SEXUAL HARASSMENT AND SEXUAL VIOLENCE

Inspire Academy will provide an Educational, employment, and business environment free of sexual harassment. Sexual harassment and acts of sexual violence are forms of sex or gender discrimination and are not tolerated by Inspire Academy. Any student who feels that they are the victim of sexual harassment, including sexual violence, has the right to seek redress of the grievance. Inspire Academy provides procedures for reviewing and resolving such complaints through this Grievance Procedure. Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

#### Definition

Sexual harassment is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

1. The advances, requests, or conduct interfere with the performance of dues or studies or create an intimidating, hostile, or otherwise offensive work or academic environment.
2. Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of an individual's employment, academic achievement, or advancement.
3. Submission to or rejection of such advances, requests, or conduct is used as a basis for employment or academic decisions. Sexual violence means physical, sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Several acts fall into the

category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. Further, alleged sexual violence against another may also constitute a crime, resulting in an additional, independent law enforcement investigation falling outside of this Grievance Policy.

## **BULLYING**

Inspire Academy has ZERO tolerance for bullying. Acts of bullying will be grounds for immediate program termination. For a list of state anti-bullying laws and policies, please visit [www.stopbullying.gov](http://www.stopbullying.gov).

## **WEAPONS**

Inspire Academy is a safe place free of violence and weapons. It strictly prohibits the possession of any weapon on campus. Violation of this policy will result in immediate program termination.

## **FILING A COMPLAINT**

To ensure the availability of witnesses and fresh memories of the alleged discriminatory event, all grievances covered by these procedures must be filed within 45 days of the date of the alleged discriminatory conduct. Inspire Academy may extend this time frame when a delay is due to circumstances beyond the student's control, e.g., illness or incapacity.

Any student or group of students alleging that an act of sexual harassment or violence has taken place has the right to seek redress of the grievance.

While informal resolution of the conflict is always open to the aggrieved party, an Attempt at informal resolution is not a prerequisite to filing a formal grievance. Suppose the complainant requests confidentiality or asks that the complaint not be pursued. In that case, Inspire Academy will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. Suppose a complainant insists that their name or other identifiable Information not be disclosed to the alleged perpetrator. In that case, Inspire Academy officials will inform the complainant that its ability to respond may be limited.

All grievances shall be reviewed initially to determine whether they are submitted promptly and/or contain all required Information. Inspire Academy shall not review an untimely grievance that fails to include all required Information, including a clear statement of all grounds for the grievance.

## **RECORD OF COMPLAINT**

All proceedings and records concerning sexual harassment complaints shall be confidential to the extent permitted by law. A memorandum describing any formal reprimand or disciplinary action the student receives for violating Inspire Academy's sexual harassment policy will be placed in the student's permanent academic file. No student will be subjected to retaliation by members of the student community because of filing a good-faith grievance for sexual harassment.

# Grievance Procedure

Any student who has a grievance concerning the interpretation, Application, or claimed violation of her or his rights as an Inspire Academy student or feels she or he has been discriminated against or harassed on the basis of age, color, disability, family status, gender, National origin, race, religion, veteran status, sex or sexual orientation, including sexual harassment and violence, has the opportunity to seek resolution of such grievance. Any student alleging that an act of harassment or discrimination has occurred or that her or his rights as an Inspire Academy student have been violated has the right to seek redress of her or his grievance. This may take place informally, through the mediation of designated officials of Inspire Academy, or formally, through an established grievance procedure.

## INFORMAL RESOLUTION

A student who feels she or he is a victim of harassment or discrimination or that her or his rights as a student have been violated pursuant to this Policy may Attempt to resolve the matter informally by bringing a complaint to the Executive Director of Compliance (“Academy Director”). Upon receipt of a complaint, the Academy Director has the following responsibilities:

1. Inform the complainant of her or his formal recourse, should that be necessary (see Formal Resolution described below).
2. Inform the complainant that informal mediation will not be used to resolve sexual violence complaints.
3. Inform the complainant of their right to file a separate criminal complaint for allegations relating to sexual violence.
4. Undertake, with permission of the complainant, to resolve the conflict informally by informing the individual alleged to have caused the grievance that the complaint has been filed; seek to find out the facts; and, if both pares desire it, arrange a meeting to try to resolve the differences. All individuals who are involved in an investigation, such as the accused, accuser, or witness, have a duty to keep all information confidential to the extent permitted by law. Persons who violate the confidentiality rights of other individuals may be subject to disciplinary action. During this procedure, the Academy Director must keep all Information completely confidential, and the complainant's name should not be revealed to the individual alleged to have caused the grievance except with the complainant's permission. In addition, written records, if taken, shall be submitted to the Academy Director. If an attempt at informal resolution of the problem is unsuccessful, or if the complainant deems that informal resolution is undesirable, the Academy Director will stop the informal resolution process and assist the complainant in filing a formal complaint.

## FORMAL RESOLUTION

If a student wishes to lodge a formal complaint against another student or employee of Inspire Academy, the student will address the complaint to the following:

1. The Director of Compliance, “Academy Director,” if the individual alleged to have caused the grievances of another student.
2. The “Academy Director” in the case of discrimination or harassment, if the individual alleged to have caused the grievance is a faculty or non-faculty employee. A formal complaint will be made in writing by the complainant and addressed to the above-mentioned Inspire Academy officials, stating in detail the nature of the complaint, any relevant dates, and the names of any potential

witnesses. In a situation deemed an emergency by the Director of Compliance (“Academy Director”), the individual alleged to have caused the grievance or complaint may be temporarily transferred pending the case outcome.

The officials receiving the complaint will initiate an investigation within two weeks to determine whether there is a reasonable basis for acting. The Inspire Academy officials need not wait for the conclusion of a criminal investigation or criminal proceeding to begin their own investigation and, if needed, may take immediate steps to protect the student in the educational setting. At a minimum, this investigation will consist of interviewing the complainant, the individual alleged to have caused the grievance, and any witnesses to the conflict. Within 30 days, the responsible Inspire Academy official, as appropriate, must file a written report with the Academy Director for one of three actions:

1. Conclude the complaint is without merit and no further action is warranted.
2. Attempt to bring about a negotiated resolution.
3. Recommend that the Academy Director conduct a formal grievance hearing to evaluate possible action against the individual alleged to have caused the grievance. Either party, the complainant or the individual alleged to have caused the grievance, may request in writing, within five days after notification by Inspire Academy, a formal hearing if dissatisfied with the conclusion.

## **Hearing**

A Grievance Committee composed of two senior-level management personnel appointed by the CEO of Inspire Academy will be convened to hear the Executive Director of Compliance's “Academy Director” recommendations and testimony from the complainant, the individual alleged to have caused the grievance and any relevant witnesses from both parties and any other relevant evidence. Both the complainant and the alleged perpetrator will be afforded similar and timely access to any Information that will be used at the hearing. No party may have their lawyer present at any stage of the proceedings before the Grievance Committee. The Committee will decide whether:

1. The complaint is without merit and that no further action is warranted.
2. Some remedial action is necessary.
3. Determine the scope and timing of any proposed disciplinary action against the alleged student or employee. The determination of the merits of the complaint by the Grievance Committee will be final.

## **Penalties**

In the case of any formal proceedings against either a student accused of violating this Policy or an employee brought before a Grievance Committee proceeding, the Penalties shall be as proposed by the Grievance Committee and approved by the President.

## **Complaint Record and Notice of Outcome**

All proceedings and records will be confidential to the extent permitted by law. However, both parties will be notified, in writing, concurrently about the outcome of the complaint by the Grievance Committee. If the alleged victim is deceased because of the crime or offense, the Information shall be provided upon request to the next of kin of the alleged victim. Memoranda describing a reprimand will be placed into the files of any student or employee in the event disciplinary action is taken against one of the parties. No

student will be subjected to any retaliation or involuntary reassignment because of filing a good-faith grievance for harassment and discrimination. At the request of the individual alleged to have caused the grievance, a memorandum recognizing a finding of non-harassment or nondiscrimination will be placed into the file of the student or employee.

## Non-Discrimination Policy

In compliance with federal, state, and local government requirements, Inspire Academy does not discriminate against any individual based on age, sex, race, color, religion, National and ethnic origin, handicap, or sexual orientation in the administration of its educational programs, school-administered programs and publications, or employment practices. Inspire Academy follows the requirements established by the Americans with Disabilities Act. Inspire Academy does not discriminate against qualified individuals with disabilities. Inspire Academy does provide reasonable accommodation for the known disability of a qualified applicant, student, client, or employee except when the accommodation imposes an undue hardship on the school, fellow employees, or fellow students.

## Family Education Right to Privacy Act Policy (FERPA)

The policy of Inspire Academy of Barbering and Cosmetology is to maintain the confidentiality of information entrusted to it by students, prospective students, or guardians of dependent minors. Therefore, prior to the release of Information, a written Authorization of Release of Information form (in writing) must be on file with Inspire Academy of Barbering and Cosmetology 445 W. Weber Ave. Suite 223 Stockton, CA 95203.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents (legal guardians) certain rights with respect to their children's Education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Exceptions to the above rule are outlined as follows:

1. School officials with legitimate educational interest.
2. Other schools to which a student is transferring.
3. Specified officials for audit or evaluation purposes.
4. Appropriate pares in connection with financial aid to a student.
5. Organizations conducting certain studies for or on behalf of the school.
6. NACCAS staff, commissioners, and evaluators for NACCAS.
7. U. S. Department of Education.
8. Persons who need to know in cases of health and safety emergencies.
9. State and local authorities within a juvenile justice system, pursuant to specific state law.
10. Subpoenas by court order.

Parents (legal guardians) or eligible students have a right to inspect and review their records at any time during normal business hours. Records must be inspected in an administrative office and will not be taken to any other area of the school or be allowed to leave the school building. Parents (legal guardians) and eligible students have the right to request an amendment of their records and, if denied, may make a written request for a hearing.

## Access to Student Records

Inspire Academy complies with the Family Education Rights and Privacy Act of 1974. This act protects the privacy of Education and establishes a student's and parent/guardian of a dependent minor's right to inspect and review their educational record under the supervision of an instructor and/or a member of the administration. Students, or their parent/guardian if the student is a dependent minor, may have access to their files by contacting the school administration for an appointment with the Director of Education. The Academy may require advance notice of up to 48 hours and an appointment to review these files.

Students, or their parent/guardian if the student is a dependent minor, may not remove these records from the Academy.

### RETENTION OF RECORDS

Student records will be maintained at the school site for five years from the last date of attendance, and transcripts will be kept permanently. Student school records are safeguarded and maintained in fireproof file cabinets, and student academic records are kept in files located in the Director of Education's office.

There is a charge of \$75.00 for each requested transcript. Parents (legal guardians) or eligible students may obtain additional copies of documents for \$4.00 per copy.

### DISCLOSURE OF RECORDS

Adult students and parents or guardians of dependent minor students have the right to inspect, review, and challenge information contained in their educational records or that of their dependent minor.

Education records are defined as files, materials, and documents that contain information directly related to a student and are maintained by the institution. Students are not entitled to inspect their parents' financial records. Written consent is required before educational records may be disclosed to the parents or guardians of adult students or others except for disclosure allowed by law, such as to accrediting commissions or governmental agencies. Access to files must be requested in writing, in letter form, or on a form furnished by the institution.

### STUDENT'S RIGHT TO ACCESS THEIR FILES

Access will be allowed within a reasonable period after the right to inspect is verified and an academy employee has made arrangements for proper supervision and interpretation of the records.

# Institutional Information

## Inspire Academy

### ADMINISTRATIVE STAFF AND FACULTY

The most important factor in the quality of your Education is the quality of your instructors. We hire experienced, expert educators with abundant salon, editorial, and business-related knowledge. Each Educator has a broad understanding of our curriculum and the standards we set for students and educators in their licensed field. Our educators also have an inspiring attitude, a love of learning, and a desire to make a difference in your lifestyle.

#### **Inspire Academy of Barbering and Cosmetology, Inc.**

##### **Corporation Owners**

Rondell & Devon Dean

##### **Directors**

Rondell Dean, Campus Director/Owner  
Michelle Hickman, Director of Compliance  
Devon Dean, Campus Director/Owner

##### **Administration**

Kim Ornelas, Admissions Specialist/Student Affairs Representative

##### **Educators**

Rondell Dean, Owner/Barbering Educator  
License # B 84856 – Valid 1/31/2025

Michelle Hickman, Cosmetology/Barbering Educator  
License # KK 258019 – Valid 5/31/2026  
License # B 109040 – Valid 1/31/2025

Sarah Kirk, Cosmetology Educator  
License # KK 487514 – Valid 12/25/2025

Amber Cavanaugh- Esthetician Educator  
License # Z 96595 - Valid 11/30/2025

Malinda King, Cosmetology Educator  
License # KK 264757 – Valid 11/30/2024

Bernadette Alfaro Alonzo, Cosmetology Educator  
License # KK 580557 – Valid 9/30/2025

Raquel Logan, Manicuring Educator  
License # M 351975 – Valid 4/30/2025

**Substitute Educators**

Amber Bordenave, Cosmetology Educator  
License # KK 408514 – Valid 5/31/2025

Rebecca Lowe, Cosmetology/Barbering Educator  
License # KK 607797 – Valid 12/31/2024  
License # B 101850 – Valid 4/30/2025

Rosie Trao, Barbering Educator  
License # B 101849 – Valid 4/30/2025

**CAMPUS**

Inspire Academy is comprised of modern facilities devoted to teaching the science and art of the beauty and wellness industry. Equipped with professional equipment commonly used in professional salons and spas around the country, our academy is carefully designed and furnished to provide our students with a hands-on training environment where they practice their newly learned skills and techniques on real people.

**Main Campus Address:**

445 West Weber Ave Ste. 223 Stockton, CA 95203

**FACILITIES AND EQUIPMENT**

Inspire Academy of Barbering and Cosmetology is centrally located at 445 W. Weber Ave. Suite 223, Stockton, CA 95203. Spacious (8,000 sqft.) air-conditioned, modern classrooms and student laboratories are furnished with professional fixtures and equipment. We are a non-smoking facility. The gated school parking lot is located just before the marina for students, clients, and visitors. Inspire Academy is divided into a reception area, staff offices, theory and Practical rooms, clinical floor, spa treatment room, student lounge and kitchen, library, staff break room, private student and staff restrooms, public restrooms, laundry room with full-size washer & dryer, and a supply dispensary. Inspire Academy uses equipment that fully complies with any federal, state, and local laws, regulations, and ordinances. This includes the requirements of fire safety and health regulations.

Inspire Academy maintains a reference library containing many audio and visual aids, books, and magazines for the use of staff and students. Our school simulates salon/shop/spa conditions to help our students with hands-on learning, with up-to-date equipment and a variety of supplies that help enhance the student's product knowledge. Our students learn inventory control and assist in operating our supply system.

**LIBRARY & LEARNING RESOURCES:** Inspire Academy Students have access to the library during school hours. There are many cosmetology, barber, fashion, motivational, and business-related books, magazines, articles, and DVDs available. These resources are available on school grounds. The library area is located at the entrance of the freshman classroom. The area provides shelving for all library materials, computers for online research and video screening, and a research area for print sources. The library subscribes to an array of online databases that can be accessed on school computers. The combination of the print resources and the online database subscriptions provides a comprehensive aggregation of resources to support the curriculum and the academic needs of the faculty and students.

**EQUIPMENT:** The school contains modern functional equipment: workstations, hydraulic chairs, chair dryers, shampoo chairs, sinks, and stoves, Esthetician equipment and beds, skincare and makeup stations, manicuring stations, mannequins, wireless internet access, electronic devices streaming Educational Information, a projector, educational charts, DVD player for educational videos, computer work and print stations, hair products, and supplies. Student kits and books are issued to each student and contain all the necessary implements and equipment to perform daily assignments and work on clients. Students must maintain their equipment and replace broken or damaged articles to practice their work properly. The texts and accompanying workbooks are an important part of daily class work and Practical work. Kits are stored in student lockers and must be in each student's possession each day. Milady books and workbooks are issued in both text and/or electronically; access to these resources is the student's responsibility and must be accessible each day. While students can use their own devices, Inspire Academy suggests using a Chromebook for MindTap activities.

## ORIENTATION

Orientation is conducted on the first day of each new class. Before enrollment, each prospective student must have visited the school facilities, reviewed any questions regarding their student rights and disclosure statements with the admissions representative, and signed an enrollment agreement for their course of study.

# Student Services

## STUDENT ADVISING

To help students achieve their fullest personal development and use Inspire Academy's Educational resources best, we offer guidance and advice beginning with your first admissions interview. Faculty and administrative staff will remain available for guidance throughout your enrollment at Inspire Academy and beyond. Your success is our purpose.

## CAREER SERVICES

From your first day in class, our Career Services Department will be available to assist students with their career development and entry-level job opportunities. Inspire Academy Career Services personnel provide students with job placement assistance in addition to in-school workshops on

Resume writing, interview skills, and customer service skills. Career Resources include professional industry speakers.

1. Workshops in resume writing, portfolio building, interview strategies, customer service skills, and building a client base.
2. Milady Online Licensing Exam Preparation.
3. Job Listings: Our Academy maintains updated job postings.

*NOTE: Inspire Academy cannot guarantee employment, but we have garnered a reputation in our community and earned the respect of local industry professionals who regularly connect with Inspire Academy graduates.*

## STUDENT HOUSING

The institution does not have any dormitory facilities under its control. We do not provide any assistance with finding housing. Housing is available within 2 miles of the college. The cost of housing ranges from \$900 to \$1,500 per month.

## LIBRARY REFERENCE MATERIALS

The following library reference materials are available: Milady's Standard Cosmetology Textbook, Milady's Standard Cosmetology Exam Review, Milady's Standard Barber Textbook, Milady's Standard Barber Exam Review, Milady's Standard Esthetician Textbook, Milady's Standard Esthetician Exam Review, Milady's Standard Esthetician Fundamentals Textbook, Milady's Standard Manicuring Textbook, Milady's Standard Manicuring Exam Review, Milady's Standard Manicuring Fundamentals Textbook. Students can access and check out the library materials anytime through an educator or staff member.

# Student Salon Success

As a student, you will get practical hands-on training to provide services for real people in the student salon. This will help prepare you for the workplace demands once you graduate and become a licensed professional. Student success depends not only on their technical skill level but also, to a large degree, on their customer service/business skills. Students are expected to bring their guests to the student salon for salon services to succeed in their chosen occupation. This expectation is part of the Inspire Academy, which strives to develop a student's customer service and business skills while in school so that, upon Graduation and starting their first job, the graduate will have developed the customer service tools and experiences necessary to build a loyal clientele base.

Developing on-site customer service and business skills in the Inspire Academy student salon environment is part of what Inspire Academy defines as student "Practical Training." Practical Training includes students working on models and clinic guests and training assignments on mannequin heads and hands.

A student's success depends on their ability to use the job-critical skills learned at Inspire Academy, including attendance, punctuality, professional image, attitude, the ability to attract and retain clients, service productivity, and retail sales promotion.

## CLIENT SCHEDULING

Students will learn how to manage each operation and schedule appropriately. Salon sanitation is done daily at the closing of business. To ensure our client services are completed at the proper time, the last scheduled appointment for chemical services is at 2 p.m. for the day students. The last appointment for chemical services for the night students is at 7:30 p.m. All other services that DO NOT require chemicals will be scheduled at the instructor's discretion.

## Closure Dates

### 2024

DATE	EVENT
January 15	Martin Luther King Day
February 19	Presidents' Day
March 29 – April 1	Spring Break
May 27	Memorial Day
July 1 – 14	Summer Break
September 2	Labor Day
November 28	Thanksgiving Day
November 29	Black Friday
December 25 – January 5, 2025	Winter Break

## 2025

DATE	EVENT
January 20	Martin Luther King Day
February 17	Presidents' Day
April 18 – 21	Spring Break
May 26	Memorial Day
July 7 – 18	Summer Break
September 1	Labor Day
November 27	Thanksgiving Day
November 28	Black Friday
December 22 – January 3, 2026	Winter Break

*Course start dates are every Monday unless it falls on a holiday, apart from the Manicuring class that starts every Tuesday.*

## Approval Disclosure Statement

Inspire Academy is a non-accredited private institution. Inspire Academy is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7 .5 of Title 5 of the California Code of Regulations. The bureau does not endorse our programs nor does the approval imply that the institution exceeds minimum state standards. Inspire Academy does not have a pending peon in bankruptcy, has never led for bankruptcy peon within the preceding five (5) years, nor operated as a debtor in possession or had a peon of bankruptcy led against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. 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 Post-Secondary Education (see contact information below).

Inspire Academy is not currently accredited by the National Accrediting Commissions of Career Arts & Sciences (NACCAS), which the United States Department of Education recognizes as a national accrediting agency for post-secondary schools and departments of cosmetology arts and sciences and massage therapy. On December 24, 2018, NACCAS granted Inspire Academy Candidate Status. The school is approaching the final steps to complete the accreditation process. A student enrolled at a non-accredited institution is NOT eligible for federal financial aid programs. (CEC 9409 (a)(16) CEC 94897 (p)).

All Inspire Academy students who successfully complete a program of study will earn an appropriate diploma for that program of study. Although every effort has been made to ensure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information in this publication. Inspire Academy reserves the right to change its curriculum, schedules, tuition, fees, student rules, regulations, and requirements at any time and without notice.

## REGULATORY AND ACCREDITATION AGENCIES

### **The Bureau for Private Postsecondary Education (BPPE)**

1747 North Market, Suite 225 Sacramento, CA 95834 P.O. Box 980818  
West Sacramento, CA 95798-0818  
(888) 370-7589 | <http://www.bppe.ca.gov>

### **California Board of Barbering and Cosmetology**

2420 Del Paso Blvd., Suite 100  
Sacramento, CA 95834  
(800) 952-5210 | <http://www.barbercosmo.ca.gov>

Inspire Academy has been granted institutional approval to teach the following programs in California:

Barbering: 1250 Clocked Hours  
Barbering Crossover: 200 Clocked Hours  
Cosmetology: 1500 Clocked Hours  
Cosmetology Crossover: 300 Clocked Hours  
Esthetics: 600 Clocked Hours.  
Manicuring: 400 Clocked Hours

### **National Accrediting Commission of Career Arts & Sciences (NACCAS)**

3015 Colvin Street,  
Alexandria, VA 22314  
(703) 600-7600 | <http://www.naccas.org>

## Language Disclosure

Inspire Academy does not recruit ENGLISH AS A SECOND LANGUAGE AS THE SCHOOL DOES NOT OFFER INSTRUCTION IN ENGLISH AS A SECOND LANGUAGE. Students must have the ability to read and write English at a level of a graduate of an American high school as demonstrated by the possession of a standard high school diploma, high school transcripts, an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree or High School Equivalency diploma or official High School Equivalency diploma test scores.

## ENGLISH AS A SECOND LANGUAGE (ESL)

Inspire Academy does NOT currently offer English as a Second Language program. Inspire Academy curriculums are taught in English.

## ENGLISH PROFICIENCY

Inspire Academy admits students with a high school diploma or its equivalent who, as such, are deemed to have the level of English proficiency necessary to have the ability to benefit from the programs taught in English.

## APPLICANTS WITH NON-IMMIGRANT VISAS

Applicants with non-immigrant visas include those with work visas, students, visitors, and foreign government officials. Non-immigrant visas include, but are not limited to, the F-1, F-2 or M-1 Student Visa, NATO Visa, B-1 or B-2 Visitors Visa, J-1 or J-2 Exchange Visitors Visa, H series or L series.

In addition to the above documents, non-immigrant applicants must provide documentation to show that they are permitted to be enrolled in a post-secondary school in the United States.

## Workplace Privacy - Audio/Video Recordings

Due to Inspire Academy's legal obligations and concerns regarding the potential for invasion of privacy, and sexual or other harassment, students may not use any audio or video recording devices in areas where employees normally expect privacy such as restrooms, locker rooms, and changing rooms.

The protection of confidential, sensitive, and proprietary information is essential to the Academy and its students. In order to protect against the capture and disclosure of such information, you may not use any audio or video recordings in work areas that Inspire Academy has identified as confidential, secure, or private unless you are engaged in a protected activity related to improving the terms and conditions of your employment, such as documenting health and safety issues.

This applies to the following area(s): restrooms

Employees also may not record private conversations without the consent of all parties. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

1. Discuss with others the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
2. Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Inspire Academy uses or may use video surveillance in public areas (not in restrooms, locker rooms, or changing areas). The video surveillance will not include sound recording.

## State Licensing Disclaimer

The state may refuse to grant a license if a student has been convicted of a crime, committed any act involving dishonesty, fraud, or deceit, or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Board of Barbering and Cosmetology to deny licensure. The Board of Barbering and Cosmetology denies licensure because the applicant knowingly made a false statement of fact that is required to be revealed in the Application for such license. Students who are not U.S. citizens or do not have documented authority to work in the United States will not be eligible to apply for the state licensure examination. Inspire Academy is not responsible for students denied licensure.

## Bureau for Private Postsecondary Education Information

Any question you may have regarding this catalog that has not been satisfactorily answered by this institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at (888) 370-7589 ([www.bppe.ca.gov](http://www.bppe.ca.gov))

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

## Release of Liability

I acknowledge that the program administered by Inspire Academy of Barbering and Cosmetology, Inc. (the "Academy") may expose me to hazards or risks that may result in my illness, personal injury or death and I understand and appreciate the nature of such hazards and risks. In consideration of my participation in the program, I hereby accept all risk to my health and of my injury or death that may result from such participation and I hereby release the Academy, its governing board, officers, employees and representatives from any and all liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may result from or occur during my participation in the program, whether caused by negligence of the Academy, its governing board, officers, employees, or representatives, or otherwise. I further agree to indemnify and hold harmless the Academy and its governing board, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the described program. Any controversy or claim arising between the Academy and myself, shall be settled exclusively by arbitration within thirty (30) miles of Stockton, CA in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. California law shall apply to any dispute between the Academy and myself. I am at least eighteen years old, and understand and agree to the terms of this provision.

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_