



American Beauty Academy

*Cosmetology, Manicurist,
Esthetician, and Barbering*

Beauty School

CATALOG

Catalog is available at Admissions and Administration Office

558 Main St.
Brawley, CA 92227-2424
Salon (760)344-0445
Administration/Admissions (760) 550-6919
<http://ababrawley.com>

(Rev.1/2024)



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Introduction / Memberships / Certificates of Approval

At American Beauty Academy we would like to introduce our students to the wonderful and exciting world of beauty, hair design and the special world of education offered by our cosmetology school. The world of beauty and hair is bigger than ever, and the need for creative and well-trained designers is becoming very necessary for true success. If this is your goal, then this may be the field for you.

The beauty industry is the second largest industry in the US. Conditions such as energy crunches and other material shortages are unlikely to affect this field. We are selling the skill of our hands, creativity, knowledge, and experience, as well as our own personality and goodwill.

Your personal efforts bring immediate results. No one can take credit for your work, and this gives you considerable freedom and independence. New fashions and methods rescue the professional from the boredom of routine work and cosmetology is always changing and evolving.

Although cosmetology changes, beauty is always desirable. Always trying to look our best and looking for new fashion and trends after a decade of hair and dress regulation. There are as many well-paid and specialized positions in the industry. The opportunities are excellent to work, serve and create, due to the size of the beauty and demand industry.

MEMBERSHIP CERTIFICATION AND APPROVAL TO OPERATE GRANTED BY:

State of California Department of Consumer Affairs
 Barbering and Cosmetology
 2535 Capitol Oaks Dr
 P.O. Box 980818 Sacramento, CA
 95798-0818

American Beauty Academy is a private institution approved to operate by the Bureau for Private Postsecondary Education OPE ID: 1300291. 2535 Capitol Oaks Dr. # 400, Sacramento, CA 95798-0818

Divulgateion: This institution does NOT have a pending bankruptcy petition, is NOT operating as a debtor in possession and has NOT filed a petition within the procedure within five years or has NOT filed a bankruptcy petition against it within the process within five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Disclosure Approval Statement

AMERICAN BEAUTY ACADEMY, 558-560-570 Main St. Brawley, California 92227, received institutional approval from the Office of Postsecondary and Vocational Private Education in accordance with Section 94915 of the California Education Code. The approval of the Office meant that the institution and its operation had been found to follow the minimum standards of the state and did not imply any endorsement or recommendation by the state or the office.

The approved courses are:

Cosmetology:	1000 hours	SOC Code:39-5012
Esthetician:	600 hours	SOC Code:39-5094
Manicurist:	400 hours	SOC Code:39-5092
Barbering:	1000 hours	SOC Code:39-5011
Barber Cross Over:	200 hours	SOC Code:39-5011

The instruction is in residence with a level of occupation of the facility with capacity for 115 students at any time. The California statute requires that a student who successfully completes a course of study receive an appropriate diploma or certificate verifying that fact.

Potential enrollees are required to visit the school's physical facilities and discuss personal, educational, and occupational plans with school personnel before enrolling or signing enrollment agreements. Programs through state or county agencies may be available to pay tuition and fees.

The following State Board, Offices, Departments or Agencies set minimum standards for their study program:



State Board of Barbering and Cosmetology

The minimum number of class hours and the total clock hours for each course as described in the State Board Rules and Regulations booklet must be met to qualify the student to obtain the license. People seeking to resolve problems or complaints should first contact the instructor in charge. Requests for any additional action can be made to School Director.

Any questions that a student may have about this catalog that has not been satisfactorily answered by the institution can be directed to the Office of Private Postsecondary Education at 1747 N Market Blvd, Sacramento CA 95834, www.bppe.ca.gov, Toll-free number (888) 370-7589 or by fax (916) 263-1897

California Department of Consumer Affairs, Barber, and Cosmetology 400 R St., Ste # 4080, PO Box 944226, Sacramento, CA 95814-6240



Student Tuition Recovery Fund

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”



Administration / Faculty

THE FACULTY, INSTRUCTORS AND STAFF ARE THE FOLLOWING:

Academic Director/Placement Coordinator	Vanessa Herrera
Instructor (Valid Cosmetology License) 25+years	Theresa Cardenas
Instructor Assistant (Valid Barbering License) 4+Years	Francisco Osuna
Instructor (Valid Barbering License) 5+ Years	Gloria Larios
Instructor (Valid Cosmetology License) 10+ Years	Jayden Gastelum
Instructor (Valid Esthetics License) 10+ Years	Paloma Barrios
Instructor (Valid Cosmetology License) 15+years	Tania Mendez
Instructor Assistant (Valid Manicuring License) 15+years	Perla Nuñez
Administration/ Accounting Representative	Tania Mendez
Admissions Representative	Xotchil Bowe
School Maintenance	Mary López

Qualifications for Instructors / Faculty / Personnel:

All instructors are required to have at least three years of combined education and industry experience. Hold valid State Board Licenses, Authorization Certificates, or have requested such Certificate.

School address:

AMERICAN BEAUTY ACADEMY
 558 Main St.
 Brawley, CA 92227-2424
 Salon (760) 344-0445 Administration/Admissions (760) 550-6919

Class Location: American Beauty Academy is located at 558, 560, 570 and the Administration/Admissions Office at 580 Main St. in downtown Brawley, CA.

Physical School and School Capacity: The school consists of a large classrooms/clinic area, bathrooms for men and women (handicap accessible). Reception area, manicure area, aesthetic room, Director’s office, Admissions and Administration office, Instructor's office, lunchroom, and covered patio area outdoor. The school has a capacity for 115 students.

School Parking: Within 300 feet behind the school, students will find more than 150 convenient parking spaces. Within a few blocks of the school there are several food establishments to choose from.

Area: The City Plaza Park is less than one block from the school. Within the park area there are the following: city library, city offices, post office and police station.



Educational Objectives

Educational Objectives:

Educate students to be cosmetologists, barbers, estheticians and professional manicurists, experts and qualified for marketing within the industry. Keep programs that are constantly updated so that students have complete knowledge to compete in the field of cosmetology. Promote the continuous educational growth of the faculty and students, using current teaching methods and techniques of the highest quality. Teach courtesy and consideration as the basis of a successful career in the beauty industry. Prepare students to successfully pass the State Board exam to obtain a state license and employment.

Admission Requirements

Applicants must provide the following documents to be eligible for admission:

- High school diploma, GED or its equivalent
- Transcripts completed a minimum of 10th grade.
- Government issued photo ID
- Social Security Card
- Certificate of Eligibility (COE) (VA)
- Certificate of Release or discharge from active duty (DD Form 214)

Applicants beyond the age of compulsory attendance in the State of California (17 years), that have completed the 10th grade in public schools of this status, state or its equivalent, General Education Development Certificate (GED), and over 17 years and can benefit from training. Secondary education is acceptable. If you are at least 18 years old, an immigrant to the United States and have completed high school or its equivalent in your country of origin, to enroll you need: To provide a copy of your secondary school education credential as well as an English translated copy, which clearly identifies completion of secondary education that is equivalent to a U.S. high school diploma. If the out-of-country education certificate is translated by a bona fide, third-party document evaluation service, the translation must be on that company's letterhead. The translation must be conducted at your own expense. The ability to benefit from the training will be determined by taking and passing an entrance exam, a personal interview and any other criteria that may be appropriate individually. In addition to those students who enroll under the ability to benefit from the tests, all prospective students must take and pass an entry (ATB) before beginning class.

Prior Training Credit

Students who have received prior training outside the state of California must present proof of the number of training hours to the State Board of Cosmetology and to the school. The State Board of Cosmetology will evaluate the training and allocate the amount of credit hours to be granted. Students with prior training in the state of California must present proof of that training to the school in which they wish to re-enroll. The school can accept students transferred under certain conditions, and only after an interview and review of student transcripts. This institution will conduct an evaluation of all previous education and training in the course to examine the applicant, shorten the duration of the training course proportionally and notify applicants of credit hours granted.



Curriculum

Cosmetology - Course Outline - Educational Objective

The objective of this course is to prepare you to take and pass the State Board Exam and obtain the license. The cosmetology instruction course consists of 1,000 clock hours, or 25 weeks. The first 355 hours are dedicated to workshops in the classroom, where you will learn design principles, technical information, and professional practices. The remaining 645 hours are spent on the floor of the clinic, where you will gain practical experience. You will learn infection control, anatomy, structure and growth of skin and nails, hair and scalp properties and the basics of chemistry and electricity. You will also learn the principles of hair design, haircut, styling, chemical services, hair coloring, manicure, pedicure, acrylic nails, skin diseases and skin care. Here you can put your talents into practice while working with paying clients under the close supervision of our instructors. The following is a list of the requirements of the State of California for technical and practical criteria. The digital books used for this course are Milady Cima Digital Book and Workbook.

<u>Subjects:</u>	<u>Minimum Theoretical Hours</u>	<u>Minimum Practical Hours</u>
Wet Hairstyle	15	50
Thermal Hairstyle	15	50
Permanent Waving	15	45
Chemical Straightening	15	40
Hair Cutting	20	100
Hair Coloring & Bleaching	60	75
Facial – Manual	10	20
Facial – Electric	10	25
Facial – Chemical	15	25
Eyebrow Arching and Hair Removal	15	35
Makeup	15	30
Manicure	5	10
Pedicure	5	10
AN- Acrylic Liquid Powder Brush-on	5	15 Nails
Artificial Nail Tips	10	25 Nails
Nail Wrap and Repair	5	10 Nails
Disinfection and Sanitation	20	80
Laws and Regulations	20	
Chemistry	20	
Health and Safety/Anatomy	30	
Electricity	5	
Infection Control/Microbiology	25	

NOTE: The school provides sufficient supplies and informational material to each student during their course of study to reinforce their learning. Such materials are issued based on instructional materials. Videos, etc. They are available during school hours. so that students reinforce learning objectives.



Esthetician - Course Outline - Educational Objective

The objective of this course is to prepare you to take and pass the State Board Exam and obtain a California license. The skin care instruction course consists of 600 hours or 15. The first 285 hours are dedicated to workshops in the classroom, where you will learn design principles, technical information, and professional practices. The remaining 315 hours are spent on the floor of the clinic, where you will gain practical experience. You will learn infection control, anatomy, structure and growth of skin, the basics of chemistry and electricity. You will learn about diseases and disorders of the skin, hair removal, facials, facial makeup, structure, and skin growth. You will work with clients in the clinic's facial room, under the supervision of the instructor. The following is a list of requirements of the California State Cosmetology Board that must be met during the course. The digital books used for this course are Milady Cima Digital Book and Workbook.

<u>Subjects:</u>	<u>Minimum Theoretical Hours</u>	<u>Minimum Practical Hours</u>
Facial – Manual	30	40
Facial – Electrical	60	80
Facial – Chemical	30	40
Hair Removal/Lash /Eyebrow beautification	15	35
Makeup	30	40
Disinfection and Sanitation	20	80
Laws and Regulations	20	
Chemistry	20	
Health and Safety/Anatomy	30	
Electricity	5	
Infection Control/Microbiology	25	

NOTE: The school provides sufficient supplies and informational material to each student during their course of study to reinforce their learning. Such materials are issued based on instructional materials. Videos, etc. They are available during school hours. so that students reinforce learning objectives.



Manicurist - Course Outline - Educational Objective

The objective of this course is to prepare you to take and pass the State Board Exam and obtain the license. The manicure instruction course consists of 400 hours of training or 10 weeks. The first 180 hours are dedicated to workshops in the classroom, where you will learn design principles, technical information, and professional practices. The remaining 220 hours are spent on the floor of the clinic, where you will gain practical experience. You will learn the principles and practices of infection control, anatomy and general physiology, nail structure and growth, nail diseases, disorders, and client safety. Nail care includes manicure and pedicure procedures at the state board, nail tips, wraps, and acrylic nails. The following is a list of requirements of the State Board of Hairdressing and Cosmetology of California, which must be completed during the study. The digital books used for this course are Milady Cima Digital Book and Workbook.

<u>Subjects:</u>	<u>Minimum Theoretical Hours</u>	<u>Minimum Practical Hours</u>
Manicures	10	20
Pedicures	10	20
Acrylics Liquid/Powder Nail Brush-On	30	80
Artificial Nail Tips, Wraps and Repairs	10	20
Disinfection and Sanitation	20	80
Laws and Regulations	20	
Chemistry	20	
Health and Safety/Anatomy	30	
Electricity	5	
Infection Control/Microbiology	25	

NOTE: The school provides sufficient supplies and informational material to each student during their course of study to reinforce their learning. Such materials are issued based on instructional materials. Videos, etc. They are available during school hours. so that students reinforce learning objectives.



Barber /Crossing - Course Outline - Educational Objective

The objective of this course is to prepare you to take and pass the State Board Exam and obtain the license. The Barber training course consists of 1,000 clock hours, or 25 weeks. The first 365 hours are dedicated to workshops in the classroom, where you will learn design principles, technical information, and professional practices. The remaining 635 hours are spent on the floor of the clinic, where you will get practical experience. You will learn infection control, anatomy, structure and growth of skin and nails, hair and scalp properties and the basics of chemistry and electricity. You will also learn the principles of hair design, haircut, styling, chemical services, and hair coloring. Here you can put your talents into practice while working with paying clients under the close supervision of their instructors. The following is a list of the requirements of the State of California for technical and practical criteria.

<u>Subjects:</u>	<u>Minimum Theoretical Hours</u>	<u>Minimum Practical Hours</u>
Chemical Straightening	15	30
Permanent Waving	15	30
Hair Coloring & Bleaching	60	75
Wet Hair Styling	10	50
Thermal Styling	15	50
Hair Cutting	50	200
Facial – Men’s Facial /Skin Analysis	20	20
Facial – Men’s Shaving	60	100
Disinfection and Sanitation	20	80
Laws and Regulations	20	
Chemistry	20	
Health and Safety/Anatomy	30	
Electricity	5	
Infection Control/Microbiology	25	

NOTE: The school provides sufficient supplies and informational material to each student during their course of study to reinforce their learning. Such materials are issued based on instructional materials. Videos, etc. They are available during school hours. so that students reinforce learning objectives.



Barber Crossing Course (200 Hours):

950.8 and 950.9 CCR, which detail the 400-hour curricula needed for barbers to become cosmetologists and vice versa, have been repealed. The elimination of these sections that all crossed candidates must qualify to take an exam is to comply with any part of the cosmetology or barber curriculum that they have not completed as part of their original program. This means that a cosmetologist who wants to become a barber will only need 200 hours of shaving, since shaving is the only aspect of the regular hairdressing curriculum (950.2 CCR).

Preparation and shaving performance (200 Hours):

The subject of preparation and performance will include but is not limited to the following techniques and procedures. Prepare the client's hair or shave, evaluate the client's skin condition, perform shaving techniques, apply after-shave antiseptic after facial services, massage the client's face, massage with cream.

<u>Subjects:</u>	<u>Minimum Theoretical Hours</u>	<u>Minimum Practical Hours</u>
Shaving Preparation and Performance	100	40
Disinfection and Sanitation	20	
Laws and Regulations	20	
Health and Safety	45	
Anatomy and Physiology	15	

Objective

We constantly strive to develop the latest programs to meet your educational needs while teaching modern practices. We believe that thorough and intense training will prepare you for meaningful employment to excel in the beauty industry. The board must admit the exam to obtain a license, anyone who has submitted a request to the board in the appropriate manner, paid the fee required by this chapter and is qualified as follows:

- (a) Not less than 17 years old
- (b) Completed tenth High School years in this state or its equivalent
- (c) It is not subject to denial in accordance with Section 480
- (d) Has performed any of the following actions:

- (1) Completed the course at a board-approved school.
- (2) Completed a learning program approved by the board in accordance with the provisions of the Shelley-Maloney Apprentices Labor Standards Act of 1939, Chapter 4 (beginning with Section 3070) of Division 3 of the Labor Code
- (3) Practiced as defined in this chapter outside this state for a period equivalent to the study and training of a qualified person who has completed the course at a school whose curriculum meets the requirements adopted by the board. Every three months of practice will be considered the equivalent of 100 hours of qualification training according to the paragraph (1)
- (4) Holds a license as a cosmetologist in this state and has completed a cross-barber course at a board-approved school.
- (5) Completed a board-approved cosmetology course at the school and competed in a cross-barber course at a board-approved school.
- (6) Comparable military training completed as documented by submitting the Experience Verification and Military Training (V-MET) records



Grading and Reporting Methods

GRADES: American Beauty Academy maintains complete records of each student or graduate as a reference, as required by law. Each student is graded monthly in their theory, practical work, attendance, appearance, and attitude. The rating system used is as follows:

95% - 100%	A	Exceptional
86% - 94%	B	Good
80% - 85%	C	Satisfactory
Below 80%	F	Fail

The school maintains written progress reports. They are also available on your Milady/Cima application. Transcripts are available upon request with a fee of \$25.

Satisfactory Academic Process

Duly qualified teachers evaluate all learning outcomes.

Theoretical grades are based on exam grades and homework assignments. The practical qualifications are based on:

1. The ability to effectively accept and complete all work assignments.
2. The ability to communicate effectively with instructors, clients, and other students.
3. The ability to accept and perform practical tasks with emphasis on the team.
4. Participation in practical classes offered by the school and external interests.
5. The ability to follow school rules.

The passing grade of 80% is monitored monthly. Students who fall below the minimum average are encouraged and given the opportunity to complete additional assignments. This could be through an oral, written, or practical assignment, depending on the criteria of the Director of the school or the head instructor, as to what type of assignment would best benefit the individual student. The instructors of the school will be the judges regarding the number of points that will be credited to the student for the completed project. Students may have to complete more than one project to meet the minimum.

NOTE: Students who wish to improve their academic qualification may also request additional assignments.

APPEAL PROCESS: Students who wish to appeal against the determination that they do not maintain satisfactory progress should submit a letter to the school administration. The letter should describe any circumstance that the student considers deserves greater consideration. An appeal decision will be made, and the student will be notified accordingly. If a student prevails over his appeal and it is determined that he is making progress, the student will be automatically credited the work in the course.



Graduation Requirements / Examination Requirements

GRADUATION REQUIREMENTS: To be eligible for graduation from American Beauty Academy, each student must maintain a satisfactory grade in class and clinical practices, complete all assigned projects, maintain a passing grade in theory. They must also have attended during the number of clocked required hours established in the instructional course.

DIPLOMA: Upon successful completion of the required clock hours and provided that the student has obtained a satisfactory grade in all the subjects covered the school which accredits their graduation will issue a diploma. The school will maintain the diploma until all outstanding balances are paid in full.

REQUIREMENTS FOR THE STATE EXAM: To be eligible for the state-given exam, a student must have completed the selected course at a licensed Cosmetology school, be seventeen years old, and have completed tenth grade or equivalent.

EXAM COST: The cost of each exam varies. Check with the school for current costs. Passing the state exam entitles the issuance of a graduate student's license. All students must pay their own travel expenses.

Professional Opportunities / Placement Assistance

OPPORTUNITIES: There are many opportunities for people entering the cosmetology industry. Your goals can guide you towards a professional career for life in any of the following possibilities:

* Assistant * Stylist * Designer * Makeup artist * Manicurist * Hair coloring technician * Specialist in ethnic hairstyles * Hair Cutting Specialist, Brow and Wax Specialist, Facial Specialist.

EMPLOYMENT OPPORTUNITIES are available in individual salons, salon chains, department stores, spa's, nail shops, and beauty houses.

OTHER POSITIONS: There are also several positions within the following areas:

- **COMMERCIALIZATION FIELD** Seller, Buyer, Assistant Buyer, Direct Seller
- **SCIENTIFIC FIELD** Demonstrator / Representative of the Assistant Trade Technical Research Manufacturer Technical Supervisor
- **WRITING FIELD** Beauty Editor (Newspaper / Magazines) Editorial Assistant Free Lance Writer Promotional Writer

PLACEMENT ASSISTANCE: One of our main objectives is to provide specialized and intensive training that will make our licensed graduate highly employable. American Beauty Academy works closely with owners and employers throughout the Imperial Valley so that licensees have the opportunity to secure a good job. During your time at school, the student will attend scheduled classes geared towards job search. These classes include classroom selection, interview procedures, completing job applications and all other critical areas to consider related to finding the right classroom for you.



School Schedule/Holidays

Our school has open enrollment, and our scheduled hours are Monday through Friday 8:30am-5:00pm.

In the event the school should be closed for any extenuating circumstance, notification of the closure will be announced on social media and/or via the school text system. The campus is also sometimes closed for employee training and/or seminars, these closures rarely occur and are always posted at least 30 days prior to the date of closure.

Daily Time Schedule	Monday-Friday 8:30am-5:00pm
8:30-10:30am	The respective instructor teaches theory class to students
10:30-10:45am	Morning Break
10:45-12:00pm	All Students assigned to clinic floor
12:00-1:00pm	Lunch of 30 minutes assigned by the instructor within this period
1 st Lunch	12:00-12:30pm
2 nd lunch	12:30-1:00pm
1:00-3:00pm	All Students assigned to clinic floor
3:00-3:15pm	Afternoon Break
3:15-4:15pm	All Students assigned to clinic floor
4:15-5:00pm	Disinfection, Sanitation & Timecards

In observance of the following Holidays school will be closed on:

New Year's Day	Martin Luther King, Jr's Birthday
Lincoln's Birthday	Presidents Day
Good Friday	Monday after Good Friday
Memorial Day	Independence Day
Labor Day	Veterans Day
Thanksgiving Day	The Day After Thanksgiving Day
Christmas Eve	Christmas Day
New Year's Eve	

Additional Holiday Closures will be at the discretion of the Director.



Payment Terms / Scholarships

COURSE	COST	REG. FEE	BOOKS/SUPPLIES	TAX/SHIP	TOTAL	MONT HS
Cosmetology	\$11,500.00	\$75.00*	\$1,940.00	\$191.00	\$13,706.00	8
Barber	\$10,764.00	\$75.00*	\$1,860.00	\$185.00	\$12,884.00	8
Manicurist	\$4,594.00	\$75.00*	\$1,625.00	\$168.00	\$6,462.00	4
Esthetician	\$6,320.00	\$75.00*	\$1,880.00	\$196.00	\$8,471.00	5

NOTE: The total charges for a period of attendance and the entire education program are the same.

See the State Board rates below (paid in addition to other fees) The total amount includes taxes and shipping.

TERMS OF PAYMENT: Payment is due on the 1st of every month or Monday after in the amount of no less than \$500.00. Payments made after the 5th of every month will be charged a \$25.00 late fee. If the payment is not received by the 10th of the month, the student will be suspended until payment and late fees are paid up to date. If no payment is received within 30 days of the due date, the account will be submitted to a collection agency.

COSMETOLOGY: A down payment of \$ 1,800.00 is required at the time of registration. The balance of \$ 11,906.00 will be paid in 7 monthly installments of \$ 1,700.85 each month, before graduation. No interest is charged in this program.

MANICURIST: A down payment of \$ 1,200.00 is required at the time of registration. The balance of \$ 5,262.00 will be paid in 3 monthly installments of \$ 1,754.00 each month, before graduation. No interest is charged in this program.

ESTHETICIAN: A down payment of \$ 1,500.00 is required at the time of registration. The balance of \$ 6,971.00 will be paid in 5 monthly installments of \$ 1,394.20 each month, before graduation. No interest is charged in this program.

BARBER: A down payment of \$ 1,800.00 is required at the time of registration. The balance of \$ 11,084.00 will be paid in 7 monthly installments of \$ 1,583.42 each month, before graduation. No interest is charged in this program.

If the training is not completed within the allotted time (stated on chart above), all students will be charged the current tuition rate per hour, for balance of hours required for completion of the program. The hourly rate is determined by the cost of tuition divided by hours in the program.

Example: Balance of Hours pending to complete course after contract expiration are:

175 x Hourly rate for Cosmetology \$11.50 = \$2012.50 Balance to be owed.

Initials

SCHOLARSHIPS: Scholarships may be offered periodically. The only types of scholarships offered are tuition allowances for specific periods of time.

RATES OF THE STATE BOARD: The State Board Exam application and License fees are as follows: \$ 125.00 for Cosmetology, Manicure \$ 110.00, Barber \$ 125.00, and Esthetician \$115.00



Financial Assistance Programs

American Beauty Academy does not administer Federal Student Assistance Programs but does participate in state and private disability insurance programs, private grant programs, assignment programs and student loan programs. Each of the above programs provides its own policies and disclosures to students who qualify under their programs. American Beauty Academy does not qualify students for any program other than in house financing by American Beauty Academy.

American Beauty Academy refers to students who require loans to local banks and consumer credit companies. See the registration / payment terms page for more information. Students may apply to other private school lenders.

An institution that provides private institutional loan funds to a student will ensure that the student is not obligated to borrow that exceeds the total charges for the current period of attendance.

At the student's option, an institution can accept full tuition payment and fees, including funds received through institutional loans, after the student has been accepted and enrolled and the date of the first-class session is disclosed in the enrollment agreement.



Refunds And Cancellation Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due to the applicant or students shall be refunded within 30 days of official cancellation or withdrawal.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels enrollment in writing within three (3) business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded except for Registration Fees not exceeding \$75, if the student has not started classes and No Kit, uniforms or digital books have been provided to the student.
3. A student cancels enrollment after three business days of signing the contract and paid deposit but prior to starting classes and No Kit, uniforms or digital books have been provided to the student. In these cases, the student shall be entitled to a refund of all monies paid minus registration fees not to exceed \$75.

You must exercise your right to cancel or withdraw on or before this date: _____

4. A student cancels enrollment after 3 days of signing contract and enrollment agreement and has received, Kit, Uniforms, and books but has not attended classes. Down Payment will be forfeited.

_____ Initials

5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)

7. A student is a no show for at least 15 days without notice, the cancellation date will be by the 15th day missed.

8. In type 5 and 6, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.



Refund And Cancelation Policy Cont.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<u>PERCENT OF SCHEDULED TIME ATTENDED</u>	<u>TOTAL TUITION SCHOOL PROGRAM SHALL RECEIVE/RETAIN</u>
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	50%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students' last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (Late Fees, Attendance Fees, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

I acknowledge that American Beauty Academy has disclosed my right to reimbursement/refund of monies paid to date of such training.



Student Rights Notices

1. You may cancel your school contract, without penalty or obligation, by the third (3) business day of signing enrollment agreement or contract before your first-class session, as described in the Refund Policy.
2. After the end of the cancellation period, you also have the right to withdrawal from school at any time and have the right to receive a refund for part of the course not taken. Your refund rights are described in the enrollment agreement and in the student catalog. If you have lost them, ask the school for a description of the refund policy.
3. If the school closes before graduation, you may be entitled to a refund. Contact the Office of Private Postsecondary and Vocational Education at the address and telephone number printed below for information.
4. If you have a complaint, question, or problem that you cannot resolve with the school, write or call.

California Department of Consumer Affairs, Hairdressing and Cosmetology

400 R St., Ste # 4080
PO Box 944226
Sacramento, CA 95814-6240

Office of Private Postsecondary Education

2535 Capital Oaks Dr # 400
Sacramento, CA 95798-0818
Telephone: (916) 431-6959 Fax: (916) 263-1897
www.bppe.ca.gov

As a student, we recommend that you review this catalog before signing an enrollment agreement. It is also recommended that you review the School Performance Fact Sheet, which must be provided before signing an enrollment.



Grievance Policy

Any student at American Beauty Academy can file a written complaint concerning behavior or acts of any faculty or staff member of the school. The grievance procedures have been developed to resolve student complaints. A staff member with a complaint must exhaust American Beauty Academy grievance process. The grievance procedures are publicized in the hope that it will assist faculty/staff and students in resolving their complaints. A written record of all complaints filed will be maintained at the school through two complete accrediting cycles.

The written complaint must be submitted to the Director. The alleged complaint must be clearly stated, including the time, date, place, person involved and what occurred. The Director will respond within 5 days of receipt of the written complaint. A meeting with the student will be scheduled to discuss and resolve the matter. This meeting will be documented in writing. If this meeting is unsuccessful in resolving the matter, the original complaint will be forwarded to American Beauty Academy complaint committee.

The complaint committee (The Executive Director, Head Instructor, and Administrative Representative) will meet within ten (10) days of the initial meeting with the student. A letter will be sent to the student within fifteen (15) days outlining the steps taken to resolve the matter or information to show that the complaint was not warranted or based on facts.

People seeking to file a complaint with the Department of Consumer Affairs, Hairdressing and Cosmetology of the State of California or the Office of Private Postsecondary Education are encouraged to follow the procedure:

The written complaint must describe the specific details of the complaint, as well as the requested action that the student believes will rectify the situation. "A student or any member of the public may file a complaint about this institution with the Office of Private Postsecondary Education by calling (888) 370-7589 free of charge or completing a complaint form, which can be obtained on the office's website site www.bppe.ca.gov".



Rules and Regulations

The school sets forth specific standards for the purpose of promoting a positive learning environment and pathway to career success. Developing efficient work habits, a positive attitude and definite goals during training can only enhance your ability to build confidence in the skills required.

1. Incoming phone calls for students will be received only in case of emergency.
2. All appointments must be booked through reception including models.
3. Courtesy should be shown to clients, instructors, staff, and peers always.
4. Come prepared for class- this means with all the necessary equipment and tools (uniform and tablets, paper, pens, models etc.)
5. American Beauty Academy believes in the principle that all people should be treated with humanity, justice, and equality. Any behavior of a student, client, or any person of American Beauty Academy that intends to persecute, harm, torment, disturb, harass, or mistreat another employee, student, client, or any person for any reason, including, among others, race, religion, age, sex, sexual orientation, creed, financial status, disability or country or area of origin or residence is not acceptable. Such misconduct is subject to disciplinary action, which may result in immediate expulsion of the student.
6. Students cannot perform services on other students without their instructor's permission and the permission of the service areas instructor.
7. Headphones or earpieces are not allowed on the school floor. If seen, these items will be retained for the day.
8. Students should not visit their peers while performing customer services.
9. Students must stand while working on clients or mannequin heads unless they have a documented physical disability.
10. Students must refrain from speaking loudly and gossiping. Blasphemy will not be tolerated. Students may not discuss or participate in conflict on the floor of the clinic or in the classroom.
11. The use of intoxicants, drugs or narcotics is prohibited. Refer to Alcohol and Drug Policy
14. Students may not request, sell, or distribute any type of brochures, personal or commercial merchandise at school premises.
15. Visitors and friends are not allowed beyond the reception area.
16. Any student who refuses to fulfill any duty or assignment service will be dismissed immediately for the rest of the day and must inform the Director before returning to school.
17. Any student who performs a service to a customer who has not paid for the service is subject to expulsion.
18. Students will keep their own work areas, floor, and chair clean and disinfected always. Purses and personal items need to be stored in a locker.
19. Each student will be assigned specific cleaning tasks daily. Timecards cannot be signed until this duty is completed.
20. Students are not allowed to leave the building unless their time has been marked on their timecards. Instructors should be informed about the departure and the approximate time of return.
21. Students who mark timecards other than their own, or have other people mark timecards, are subject to immediate expulsion. Students who leave school without leaving their timecards on the premises are subject to immediate expulsion. Timecards are property of the State Board.
22. The student's timecards must have a full signature (name, surname), date and student number.
23. Students must register on the timecard, in the area provided; daily operations performed and must be verified with the instructor's signature. All timecards are subject to audit corrections.
24. Timecard must be verified by an instructor daily. Timecards that are not properly signed at the end of each day will not be accepted for credit.
25. All timecards must always remain in the designated area of the school.



26. Tuition payments must be current, in order to attend school.
27. The office must be notified immediately of any change of name, address, or telephone number.
28. Any student who wishes to withdrawal or transfer should notify the office in writing so that appropriate records can be completed.
29. A student may be suspended or dismissed for conduct or for any violation of school rules. A conference will be held with the students and the opportunity to demonstrate a desire to improve is provided.
30. American Beauty Academy is not responsible for personal items or possessions left in school. All personal items must be kept in your personal locker.
31. Any student caught stealing from school or others is subject to immediate termination of enrollment.
32. Any student involved in a physical altercation will be expelled regardless of the circumstances involved.
33. Any student who is sent home for the day, suspended or expelled, is not allowed on school premises.
34. All students must park in the public parking lot behind the school. There is absolutely no parking on the street in front of the school or on the 6th street next to the school since this is only for customers.
35. All lunches and breaks must be taken in accordance with the appointment of the instructor.
36. No additional time is allowed for breaks and lunches without the prior approval of the instructor, and students who violate this policy are subject to being dismissed and sent home during the day.
37. The use of the Break Room is only for lunch and breaks. No food or drink is allowed on the floor of the clinic or in any classroom. Only water in a clear see-through bottle or lidded cup.
38. Smoking is not allowed anywhere in the school building or around the entrance / exit doors. Smoking is allowed outside the back entrance in the alley in the designated area.
39. Each student is expected to help keep the breakroom and other seating areas clean.
40. Abuse of classroom privileges will result in the loss of such privileges. Students must be out of lunch or breaks when sitting in the classroom.
41. Do not chew gum, on the clinic floor or any classroom.
42. For any day missed during the week, YOU MUST CALL (760) 550-6919 AND LEAVE A MESSAGE WITH YOUR NAME AND PHONE NUMBER. If you miss three (3) consecutive school days and do not provide a written excuse from a doctor or do not have prior written authorization and approval from the school, you may be expelled from the program.
43. Cell phone use will be permitted for educational purposes ONLY. You can check your messages during your breaks or lunch. You cannot leave class or school to answer or make a call on your cell phone, unless authorized by your instructor.
44. Graduation and birthday activities are under the direction of the Director of the school.
45. I hereby give my permission to American Beauty Academy to use photos taken of me at school, or on field trips, etc., for school online post, brochures, and / or for advertising purposes. I do not expect to be paid any fees for this permit.
46. All students are required to always wear an American Beauty Academy identification badge, with the student's name, photo and assigned student number, while on school property.

I have read, understand, and agree to comply with all American Beauty Academy rules, for the benefit of my education here at American Beauty Academy.

Student's signature

Date



School Dress Code

The School Dress Code, which all students must comply with, includes the following:

- Black or Blue pants
- Uniform Shirts
- Mid-Thigh Shorts or Skirts Blue or Black
- No ripped jeans or pants
- No Sleeveless or spaghetti strap shirts
- No Crop Tops
- No Revealing Clothing
- No Open Toe Shoes
- No Baggy or oversized clothing
- No Gang affiliation attire of any kind

All students are required to always wear an American Beauty Academy identification batch, with the student's name, photo and assigned student number, while on school property.

Note: Sunglasses, scarves, nets, or headgear may not be worn on school premises, unless the school instructors or Director grants written permission.

Disciplinary Actions:

- First Verbal Warning- Use Loaned Uniform
- Second Verbal Warning- Use Loaned Uniform
- Third -Will be Sent Home



Disciplinary Policy

Students must understand that any infraction of the Standards of Conduct, Rules and Regulations or the enrollment agreement could result in disciplinary actions:

Counseling: Counseling services are available to our students through the Director's Office. All academic counseling will be in writing and signed by both parties. A copy will be placed in the student's file and another copy will be given to the student.

Probation: A student may be placed on probation for a specified time for any infraction of the Rules and Regulations or non-compliance with education requirements. If the student does not correct the problem, they may be suspended for three (3) days depending on the severity of the infraction. If the problem is not corrected during the second probationary period, they may be dismissed permanently at the discretion of the school administration.

Suspension: Enrollment may be immediately suspended for two days or more for any infraction of the Standards of Conduct, Rules and Regulations, non-compliance with education requirements. During school suspension students are not to be on school premises.

Dismissal/Termination: Enrollment may be terminated at the discretion of the school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the school, or for any of the following reasons:

- Immoral or improper conduct.
- Noncompliance with educational requirements.
- Rules of Conduct, General Policies, and/or Enrollment Contract.
- Noncompliance with state laws and regulations.
- Any action which causes or could cause bodily harm to a client, a student, or employee of the school.
- Willful destruction of school property and theft.
- Engaging in the manufacture, distribution, dispensation, possession, or use of drugs and/or alcohol.
- Not meeting all terms of probation or suspension.

Student Conduct Policy

The Student Conduct Policy sets standards for the students and defines the relationship between the school and its students. It affirms values essential to promoting individual educational and professional development and for creating an effective learning community. American Beauty Academy expects the students to conduct themselves in a responsible manner that is respectful of the rights, well-being and property of all staff and students at the school and all those that support the school's mission.



Alcohol and Drug Policy

CONTROLLED SUBSTANCE: All students and employees are informed that the illegal manufacture, distribution, distribution, possession or use of a controlled substance within the premises of the Academy is prohibited. Employees and students who violate this rule will be subject to immediate dismissal and termination of employment and / or the school program.

1. Drug-free awareness program: to obtain detailed information on; a) Dangers of drug abuse, b) Assistance with drug counseling, c) Rehabilitation programs, or any other information related to drug abuse, contact: Scripps Health - Outpatient Behavioral Health Services, 343 S. 8th Street, El Centro, CA 92243, and (760) 337-5440.
2. It is the policy of this organization to keep our workplace drug-free. As indicated in the first paragraph, students and employees are subject to termination for violation of this company's rule. In addition, anyone who distributes drugs to other employees or students will be referred to the authorities and the Academy will file drug distribution charges in the workplace.
3. Each employee and student is required to read and sign this statement.
4. Your education and / or employment in this organization is subject to:
 - a. Complying with the terms of this statement, and second. Notify the employer of any conviction of criminal statute for a violation that occurs in the workplace no later than five (5) days after said conviction.
5. The US drug agency will be notified within ten (10) days after receiving notification from an employee or else a copy of said conviction will be sent to the agency.
6. Our organization will take the following measures within thirty days after receipt of the notification regarding any employee and / or student who is convicted.
 - a. Terminate employee or student. Require said employee or student to participate satisfactorily in drug abuse assistance or in a rehabilitation program approved for such purposes by a federal, state, or local health agency or other appropriate agencies.



Attendance and Absence Policy

Attendance: is taken every day. The absence will be considered excused under the following circumstances: illness, death or birth in the immediate family, and other valid reasons based on writing and at the discretion of the school Director. All other absences will be considered unexcused.

Student attendance is closely monitored so that students maintain satisfactory progress. If a student cannot maintain a good attendance schedule, they do not benefit from our training. Lost days will result in the lack of experience and practice. Students will have to recover the hours that the State Board requires to obtain the license.

- A. Thursdays and Fridays are the busiest days in the beauty industry. These are the days when the student will accumulate most of their valuable clinical practices; therefore, it is mandatory that the student attend these two days. Students (with a Dr.'s note) may miss one (1) Thursday or Friday per month.
- B. Absences must be reported by phone call or text message at least thirty minutes before class instruction. The third day of absence due to sickness requires a doctor's excuse. If the student cannot present an excuse from a doctor, the student will be placed on probation for thirty (30) days. If poor attendance continues, the student will not benefit from the course in which they are enrolled. The student must then meet with the Director and be placed on a permanent probationary period for Academic Attendance and Achievement. If the student shows no improvement during that probationary period, the student will be dismissed from the instructional course.
- C. No Call No Show is considered an unexcused absence. The third day of unexcused absence will result in Immediate Expulsion.

NOTE: See the Student Catalog, Satisfactory Progress Report in SATISFACTORY ASSISTANCE PROGRESS, which states that the student must maintain an attendance level greater than 85%.

Tardiness: Tardiness is considered unjustified time since it is considered non-professional behavior. Students must arrive on time for all classes. Tardiness disrupts a good learning environment for other students and the instructor who runs the class.

Students who are late must report by phone before class starts.

Unexcused tardiness:

1 st Tardy	Verbal Warning
2 nd Tardy	Written Warning
3 rd Tardy	Equals unexcused absence

Expulsion Policy: A student will be expelled from enrollment for continued non-professional behavior, continuous breach of school rules, oath, drug use, physical altercation with another person, refusal to take a client, threats to another student or staff, unexcused absences, No Call No show or any another action that may endanger another student or staff.

Readmission Policy: Any student who is suspended or sent home must appear with the Director on the day of return, before attending class. Any student who was dismissed, expelled, or withdrawn due to any violation of the rules and wishes to re-enroll in American Beauty Academy will have to schedule an appointment with the head Instructor and Director of American Beauty Academy, who will determine whether to allow the student to re-enroll.



Satisfactory Progress Report

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in school.

Definition: In American Beauty Academy, acceptable progress is defined as follows:

1. A grade point average of 80% or more.
2. An average attendance of 85% or more of the scheduled hours of assistance

Conditional freedom: Cosmetology students who fall below the above standards are placed on probation for a period of 30 days. The trial period of manicure students is fourteen (14) days, and the Esthetics trial period is thirty (30) days. Students on probation will be considered as progressing satisfactorily until the next evaluation period. However, they are monitored monthly to help improve work. Students who do not make satisfactory progress after the probationary period are no longer eligible for state funding or student loans and may be withdrawn from school. Veteran students will have their benefits discontinued and the VA and Veteran will be notified.

Satisfactory Assistance Progress: Maximum time that a student must complete any course in one and a half times the duration of the course. The duration of the course is defined as the period of time identified in the enrollment contract. Example: 1000 hours, 6.5-month course, the maximum term is 12 months. Absence sheets, as defined, will not be included in this total. If a leave of absence is granted, the maximum period of completion for the student will be adjusted accordingly. Students re-enter the same state as when they left.

NOTE: For contractual purposes, all contracted students will be allowed absences of 7.5% of the total duration of the course. Check your contract for its end date. We monitor satisfactory progress when progress reports are issued monthly. This ensures that all students have many opportunities to improve if they fall below the standards.

Notice Concerning Transferability of Credits and Credentials Earned:

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

* If the institution offers more than one educational program, only the program in which the student is enrolling must be listed.



Records

File Retention

This institution maintains current records for a period of not less than five years at its principal place of business within the State of California, which are 558, 560, 570 and 580 Main St., Brawley, California.

Recordkeeping of Practical and Theory Hours

Student practice and theory hours are recorded daily on individual timecards. All work is reviewed and signed by an instructor daily. All timecards are kept at the admissions office under the students legal file and are property of American Beauty Academy. They must not leave American Beauty Academy premises at any time.

Instructional Language

Cosmetology, Barbering, Manicurist and Esthetician programs are taught in English and Spanish only. Students who have questionable English language skills will be interviewed by a committee of instructors, the admissions representative, and the school director to determine if the student can absorb the information in the textbooks and lectures.

Housing

American Beauty Academy has no responsibility in providing, finding, or assisting students with housing. We do not have any dormitories under our control. For more rental information in the local area, please visit www.rent.com . According to rent.com, the average rental rates for one to three-bedroom apartments in The Imperial Valley is \$1345 per month (based on rental units available as of 09/2023).



Leave of Absence Policy

American Beauty Academy reviews all leave of absence requests (LOA) on a case-by-case basis. Students must follow the institution's policy in requesting an LOA. An LOA request will not result in any additional charges. All requests for leave of absence must be submitted in advance to the Admissions Representative in writing and must include the reason for the request, start and end dates of absence, and the student's signature. Leave of absences may be granted for the following circumstances to include (but are not limited to): medical circumstances, transportation or childcare issues, inability to commit to student schedule, financial issues, military deployment, etc. The Director will issue final approval over all leave of absence decisions. A request for a Leave of Absence may be rejected if required information is missing, the excuse is deemed invalid, the leave is requested to begin after the contract end date has passed, or the student has already used up maximum leave of absence for the program. At this time, there is no limit to the number of Leaves of Absence a student may take, so long as it does not exceed a total of 180 days in any 12 month period.

American Beauty Academy may grant a leave of absence to a student who did not provide the request prior to the leave of absence due to unforeseen circumstances (ex. Car accident, injuries, death in the family, etc.) if the institution:

Documents the reason for its decision AND

Collects the request from the student at a later date AND

Establishes the start date of the approved LOA as the first date the student was unable to attend

Students who are granted an LOA in accordance with the institution's policy is not considered to have withdrawn and no refund calculation is required at that time. The student's contract period will be extended by the same number of calendar days taken in the LOA and such changes to the contract period will be agreed upon by all parties and signed and dated in an Enrollment Contract Addendum which will be maintained in the student's file.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration date of an approved LOA. For refund calculation, the withdrawal date will be the student's last date of attendance. When a student is withdrawn under these circumstances, the Last Date of Attendance is considered the withdrawal date.



Access and Right to Privacy of Files

In compliance with the Family Educational Rights and Privacy Act of 1974 Your American Beauty Academy follows policies that:

- Guarantee each student (or parent or guardian if the student is a dependent minor, 18 and younger) access to that student's records
- Require a written consent from the student or guardian for release of records each time in response to each third-party request unless otherwise required by law.
- American Beauty Academy does not publish "directory information" about students.
- Provide and permit access to their student files.
- Access to records must be previously arranged, and a staff member must be present while the records are being reviewed.

Cumulative education records are maintained for a minimum of five years after graduation or termination.

The school must make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of American Beauty Academy.



Non-Discrimination & Harassment Policy

American Beauty Academy prohibits any and all forms of harassment because of race, color, sex, ethnic origin, religion, age or disability. It will be a violation of policy for any student, instructor, administrator, or other personnel to discriminate against another individual with regards to race, color, sex, ethnic origin, religion, age, or disability. It shall also be a violation of policy for any student, instructor, or administrator to tolerate sexual harassment, in any form that occurs to anyone during training hours of operation or off campus event.

American Beauty Academy provides equal opportunity in education and employment in accordance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1974, and the Age Discrimination Act of 1978.

Affirmations

I verify that prior to enrollment, the following information was provided for my review: Physical Demands, Working Conditions, Licensing Requirements, Non-Discrimination Policy, Drug Free Schools & Communities, Campus Crime Statistics, Graduation, Job Placement, and Licensure Rates, and if applicable, Transfer Policy & Procedure, Reinstatement Policy & Procedure.



I verify that I am currently in possession of an Enrollment Agreement signed and dated by the school, that fully outlines the rights and obligations of both the student (and/or Guarantor) and the school. I also verify that at the time I tendered the Enrollment Deposit and the signed Enrollment Agreement, I was provided with a student Catalog that includes the Addenda for Educational Costs, School Calendar & School Closings, Staff and Faculty. I also verify receipt of a Student Orientation Guide. I verify my understanding that Enrollment Agreement and Student Catalog all contain information related to my participation at American Beauty Academy

I verify that the Student Catalog includes the following information: Mission Statement, Ownership, Facility Description, Educational Goals, Admission Requirements/Procedures, Attendance Policy/Procedure, Behavior Policy, Satisfactory Progress Policy, Minimum Cancellation & Settlement ("Refund Policy"), Student Rights of Privacy & Access, Student Advisement Policy/Procedure, Termination Policy, Testing Policy/Procedure, Graduation Requirements, Grading System, and Course Outlines. (Catalog also includes date of publication, School's address/phone, and the name/address/phone of the school's accrediting agency.)

I verify that I have agreed, prior to my enrollment, to abide by "Rules and Regulations", I understand and accept that a consistently negative, immature, or unprofessional attitude, alone is sufficient reason for my suspension and/or permanent dismissal from American Beauty Academy I have read, fully understand, and agree to abide by all Attendance and Behavior Standards as set forth in the Student Catalog. I understand all the penalties if I do not accept my responsibilities in the areas of attitude, attendance, dependability, respect, cooperation, pride, and professionalism.

I verify my obligation to abide by the requirements as set forth by the California State Board of Barbering and Cosmetology: Students are prohibited by law from performing cosmetology services any place outside duly established clinics. Students violating will be punished to the fullest extent of the law, each student is required to have in their possession and maintain in sanitary condition all tools and digital books required for learning in order to receive credit for hours of training, and, Each student is required to be in complete uniform as set down by school regulations and in compliance with the standards of the State Board of Barbering and Cosmetology.

I verify that should I leave anything whatsoever in my assigned student locker for a period of 30 days beyond my last day of attendance, the assigned locker may be opened, and those items discarded or donated by American Beauty Academy
By my Signature I verify that all statements are true and accurate.

Student Signature _____

Date ____/____/____.