ADVANCE
BEAUTY · COLLEGE

2025

SCHOOL CATALOG

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Advance Beauty College

Disclaimer:

We reserve the right to make changes and modifications as needed with prior notice.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheets, which must be provided to you prior to signing an enrollment agreement.

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WELCOME TO ADVANCE BEAUTY COLLEGE

Dear Future Beauty Professional,

Welcome to the beauty industry! Congratulations on choosing to embark on this incredible journey. We are thrilled to welcome you as the newest member of the Advance Beauty College family.

At Advance Beauty College, we don't just provide you with the knowledge to pass your state board examination; we empower you with the skills and confidence to excel in the dynamic beauty industry. We have forged strong partnerships with industry-leading brands, ensuring that our programs and students are set up for ultimate success. Through our valued relationships with top employers, we offer exclusive externship opportunities that give you real-world experience.

Quality matters to us, which is why we take immense pride in using professional-grade products and offer customized student kits. Our programs are designed and are led by award-winning educators who are passionate about your growth.

At Advance Beauty College, we firmly believe that beauty has the power to change lives. We believe in you and are here to support you every step of the way.

Best,

Dr. Tam Nguyen, Chairman
Linh Nguyen, President

MISSION STATEMENT, EDUCATIONAL OBJECTIVES & ETHICS

MISSION STATEMENT

Advance Beauty College's mission is to inspire students by providing a quality education preparing each graduate for employment while servicing their communities.

EDUCATIONAL OBJECTIVES

Our educational objective is to provide each enrolled student with a high-quality education in an environment conducive to attaining all the basic skills to pass the state licensing exam. Our goal is for each of our students to become successful, employable beauty professionals in the State of California to provide quality services to

consumers.

ETHICS

At Advance Beauty College, we place a high value on the integrity and good judgment of every individual associated with the school. Any deviation from high ethical standards can bring discredit not only to the school but to the industry as a whole. We expect every student to exercise discretion and professionalism at all times. Clients, staff members, and fellow students must be treated with respect and courtesy. Please keep the school's best interest in mind at all times. Conversation topics should be limited to professional subjects only.

The school positively reserves the right to take disciplinary actions, up to and including termination of student status, against students who gossip, use vulgar language, engage in bullying behavior, or cause any other type of discord. Respect must be shown at all times towards peers, customers, and staff.

APPROVAL DISCLOSURE & ACCREDITATION APPROVALS

APPROVAL DISCLOSURE

Advance Beauty College is a private educational institution incorporated in the State of California. Advance Beauty College has been approved to operate under the California Code (CEC) section 94890 (a)(1). The following courses are approved courses:

- **Cosmetology - 1,000 Clock Hours** - On-Campus (English & Vietnamese) & Hybrid (English)
  - SOC Code: 39.5012 Hairdressers, Hairstylists, and Cosmetologists.
  - CIP Code: 12.0401 Cosmetology/Cosmetologist, General.
- **Hairstyling - 600 Clock Hours** - On-Campus (English & Vietnamese) & Hybrid (English)
  - SOC Code: 39-5012.00 Hairdressers, Hairstylists, and Cosmetologists
  - CIP Code: 12.0407 Hairstyling/ Hairstylists, Hairdressers, and Cosmetologists
- **Advanced Manicuring - 600 Clock Hours** - On-Campus (English & Vietnamese) & Hybrid (English)
  - SOC Code: 39-5092 Manicurists and Pedicurists.
  - CIP Code: 12.0410 Nail Technician/Specialist and Manicurist.
- **Esthetician - 600 Clock Hours** - On-Campus (English & Vietnamese) & Hybrid (English)
  - SOC Code: 39-5094 Skin Care Specialists.
  - CIP Code: 12.0409 - Aesthetician/Esthetician and Skin Care Specialist.
- **Teacher Training - 600 Clock Hours** - On-Campus (English)
  - SOC Code: 25-2032 Career/ Technical Education Teachers, Secondary School.
  - CIP Code: 12.0413 Cosmetology/ Hairstyling/ Esthetician and Nail Instructors

The course of study for students enrolled shall consist of the State-mandated curriculum covering all practices constituting the art of cosmetology, hairstyling, manicuring, esthetician, and teacher training. It also is designed to prepare students for the state licensing examination and for profitable employment.

ACCREDITATION APPROVALS

Advance Beauty College has been approved by the following agencies, whom have set minimum standards for our courses of study in accordance with Education Code Section 94915:

- California State Board of Barbering & Cosmetology (BBC),
- Bureau for Private Postsecondary Education (BPPE),
- National Accrediting Commission of Career Arts & Sciences (NACCAS),
- The United States Department of Education (ED) and,
- United States Veterans Affairs (VA)

STATE OF CALIFORNIA BOARD OF BARBERING AND COSMETOLOGY(BBC)

Advance Beauty College was granted approval from the BBC to offer the courses listed above.

2420 Del Paso Road, Suite 100, Sacramento, CA 95834 |
California Board of Barbering and Cosmetology

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

Advance Beauty College was granted institutional approval from BPPE, pursuant to California Education Code Section 94915. The Bureau's approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. This does not imply that the Bureau endorses programs or that Bureau approval means the institution exceeds minimum state standards. (CEC§94909(a)(2) and §94897(l)(1)(2)

Advance Beauty College is a private institution approved to operate by the Bureau for Private Postsecondary Education, that approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

As a prospective student, you are encouraged to review this catalog and School Performance Fact Sheet (SPFS) prior to signing the enrollment agreement. These documents are available on the school website at Advance Beauty College under the Consumer Information tab. Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education.

If you are unable to understand the terms and conditions of the enrollment agreement due to English not being your primary language, you have the right to bring a translator. It is at your discretion to make sure that the translator is qualified. Any questions a student may have regarding this catalog or enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education.

Any student or any member of the public may file a complaint about Advance Beauty College with the Bureau for Private Postsecondary Education by calling the Toll-free telephone or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

1747 N. Market Blvd. Ste 225 Sacramento, CA 95834.
Toll-Free (888) 370-7589 or by fax (916)263-1897 / Direct (916) 574-8900 | BPPE

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES (NACCAS)
Advance Beauty College is reviewed and fully approved by the National Accrediting Commission of Career Arts & Sciences (NACCAS). NACCAS is a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, US Code and subsequent legislation. The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy. NACCAS accreditation allows Advance Beauty College to offer Federal Financial Aid programs to our students.

3015 Colvin Street, Alexandria, VA 22314
(703) 600- 7600 | NACCAS

UNITED STATES DEPARTMENT OF EDUCATION (ED)
The San Francisco - Seattle School Participation Team is pleased to approve Advance Beauty College to Participate in Federal Student Financial Aid Programs. The Secretary of Education (Secretary) has determined that Advance Beauty College (Institution) satisfies the definition of an eligible institution under the Higher

Education Act of 1965, as amended (HEA).

400 Maryland Ave., S Washington DC, 20202 | Department of Education
School Code (FAFSA Application) 037363

UNITED STATES VETERANS AFFAIRS (VA)
Advance Beauty College is approved to offer educational training for veterans and their qualified dependents under Title 38 of the U.S. Advance Beauty College's facility code is 251740-05. All Veterans inquiring about attending Advance Beauty College are given the student bill of rights and considerations before/during enrolling when using GI Bill® education benefits at a private post-secondary institution approved for training by CSAAVE. Our School Certifying Official (SCO) are available during office hours if you have any questions:

School Certifying Official: Julia Nguyen
Ph. 714-530-2131 Ext. 210 | Email: VA@advancebeautycollege.com

The Student Bill of Rights and Considerations may also be found on the website - Bill of Rights for VA Students. *GI BILL ® is a registered trademark of the U.S. Department of Veterans Affairs (VA). For more information about education benefits offered by VA is available at the official U.S. government Web site at Education and Training Home.*

US Department of Veterans Affairs
8810 Rio San Diego Dr., San Diego, CA 92108
Phone (619) 400-1866

STATEMENT OF NON-PENDING BANKRUPTCY
The college does not have a pending petition in bankruptcy, does not operate as a debtor in possession nor had filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

CAMPUS HOURS

Office / Financial Aid Hours	Monday - Friday	9 am - 5:30 pm
Student On-Campus Hours	Monday - Friday	9 am - 9 pm
Student Online Hours (Hybrid Program)	Monday - Sunday	9 am - 9 pm

SCHOOL CLOSURES

Holidays	**2025**	**2026**
New Year's Day	Wednesday, January 1	Thursday & Friday, January 1 - 2

Memorial Day	Monday, May 26	Monday, May 25
Independence Day	Friday, July 4	Friday, July 3 (Observed day)
Labor Day	Monday, September 1	Monday, September 7
Thanksgiving	Thursday & Friday, November 27-28	Thursday, November 26
Winter Break	Monday, December 22 - Sunday, December 28	Thursday & Friday, December 24 - 25, Thursday, December 31

The online portal is CLOSED during these observed school closures.

OTHER PLANNED SCHOOL CLOSURES:

Online Portal WILL BE open on these days.

Campus Closures	2025	2026
Staff Development Day	Friday, January 31	Friday, January 23
Staff Development Day	Friday, June 27	Friday, June 19

ADMISSIONS

ADMISSIONS REQUIREMENTS

A. Applicants are admitted as regular students once one of the following criteria has been met:
   I. High School Diploma, GED certificate, or Official transcripts showing high school completion.
   II. An associate's, bachelor's, master's degree, or Ph.D. obtained from a school with accreditation recognized by the U.S. Department of Education.
   III. Foreign High School Diplomas: Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
   IV. Evidence of completion of homeschooling.
   V. An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.

B. Students without a high school diploma or its equivalent must be at least 17 years old (Compulsory School attendance in California), must have completed the 10th-grade education level or its equivalent as required by the Board of Barbering & Cosmetology, and must pass an Ability to Benefit (ATB) exam prior to admission. The ATB exam is approved by the U.S. Department of Education and administered by an independent proctor. Our school is using the CELSA Ability-to-Benefit test. If you do not pass the exam, re-testing is available.

C. Advance Beauty College offers dual instruction in Vietnamese and English for Cosmetology, Hairstyling, Esthetician and Advanced Manicuring. Advance Beauty College requires basic English language proficiency. In order to meet this requirement, students must provide evidence of a High School Diploma, GED certificate, or its equivalent or have a passing score for ATB testing in English and follow the Career Pathway program. Advance Beauty College does not provide ESL (English as a Second Language) classes or translation services.
D. Complete an enrollment application.
E. Provide photo identification (i.e., Driver's license, Government-issued Issued Identification Card, or Passport)
F. Provide an original, signed social security card or an individual taxpayer ID card.
G. If the applicant is an eligible non-citizen, they must provide alien documentation (i.e., valid permanent residency card)
H. Students applying for Veterans Benefits are required to speak with a School Certifying Official for eligibility and may need to provide any previous training transcripts.
I. Teacher Training applicants must have a valid license or completed hours in their field of study.
J. Our School does not recruit students already attending or admitted to another school offering a similar program of study.

FLEXIBLE SCHEDULES
Advance Beauty College offers a flexible schedule for day and evening students.

ENROLLMENT DATES
Sessions begin every Friday, except during campus closures and other planned school closures.

ORIENTATION CLASS
Orientation class is required and held on the first day of school. The purpose is to inform new students of the school's policies and procedures, students' responsibilities, instructional programs, course goals, personnel, and student services. All new students, transfers, and re-enrollment students are required to attend orientation in-person or online as part of their program.

VERIFICATION OF HIGH SCHOOL DIPLOMA
Advance Beauty College will verify the authenticity of the diploma before enrollment. If the diploma cannot be verified, the student may be asked to provide an official high school transcript showing the dates of entrance and graduation. If the transcript is unavailable, the student will be encouraged to take and pass the ATB test before enrolling at Advance Beauty College or submit a request through parchment.
Any foreign documents must be translated into English by a qualified 3rd party agency to confirm the academic equivalent to a U.S. high school diploma (A list of approved credential evaluation services *can be provided upon request)*. Advance Beauty College will only accept an official equivalent report from the members listed on the NACES website. www.naces.org
Students must have a high school diploma or equivalent to be allowed to enroll or be eligible for Title IV funds.

ELIGIBLE CAREER PATHWAY PROGRAM
Career pathways refer to a combination of rigorous and high-quality education, training, and support services that are aligned with the skill needs of industries in state or regional economies, preparing individuals to be successful in secondary or postsecondary education programs and the labor market. In recent years, the Federal government has worked to identify the elements of a high-quality career pathway program. Under Publication L.113-235, Congress provided an opportunity for students who are enrolled in eligible career pathway programs but who lack a high school diploma or its recognized equivalent or who did not complete a secondary school education in a home school setting, to become eligible for Title IV aid using one of the ATB alternatives.

To become eligible for Title IV aid under one of the ATB alternatives described above, the student must be enrolled in an "eligible career pathway program," as defined in section 484(d)(2) of the HEA. Any institution, whether public, nonprofit, or for-profit, may offer an eligible career pathway program.
Students may only enroll in the English courses offered at Advance Beauty College .

An eligible career pathway must:

- Concurrently enrolled students in connected adult education and eligible postsecondary programs;
- Provide students with counseling and supportive services to identify and attain academic and career goals;
- Provide structured course sequences that:
    - Are articulated and contextualized; and
    - Allow students to advance to higher levels of education and employment.
- Provide opportunities for acceleration for students to attain recognized postsecondary credentials, including degrees, industry-relevant certifications, and certificates of completion of apprenticeship programs;
- Be organized to meet the needs of adults;
- Be aligned with the education and skill needs of the regional economy; and
- Have been developed and implemented in collaboration with partners in business, workforce development, and economic development.

    - **IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID**:
        - F1 or F2 student visa
        - J1 or J2 exchange visitor visa only
        - M1 vocational student visa

As stated above, an eligible career pathway program contains two components: an adult education component and a Title IV eligible postsecondary program component.* In this context, "adult education" has the same definition as it does under the Adult Education and Family Literacy Act., Title II of the Workforce Innovation and Opportunity Act (Pub.L. 113-128) and includes academic instruction and education services below the postsecondary level that increase an individual's ability to:

- Read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent;
- Transition to postsecondary education and training; and
- Obtain employment.

The Title IV eligible postsecondary program component of an eligible career pathway program must meet the definition of an eligible program under 34 CFR 668.8 in order for students enrolled in the eligible career program to be eligible for Title IV aid.

*It should be noted that although the high school completion component is required in order for the program to be eligible as an ECPP, any hours, credits or work in the secondary component is not eligible for Federal student aid. That component cannot be included in determining the length of the postsecondary program, the student's Title IV enrollment status, or the cost of attendance.

How to get started in the Eligible Career Pathway Program at Advance Beauty College*:*

1. Meet with the Admissions Coordinator to determine your eligibility for the Eligible Career Pathway Program.

2. Register and pass the ATB examination (CELSA).
    a. The application fee is $125.00 (non-refundable).
3. Fill out the Free Application for Federal Student Aid (FAFSA) online.
    a. School code: 037363
4. Enroll in a Title IV eligible program at Advance Beauty College *(English courses are the only options to enroll)*.
5. Enroll in a GED (General Education Development or high school equivalent certificate) review course.

TRANSFER POLICY

Appropriate credit will be granted for prior training upon review and verification of its validity and transferability under the California State Board's mandated curriculum by an administrator at the college before the start of class. In most cases, the school will accept up to 50% of course hours. (i.e., 500 hours may be transferred for the 1000-hour Cosmetology program). The number of hours accepted will be determined pursuant to the Board of Barbering requirements. This institution does not accept credit through challenge examinations and achievement tests.

Students who desire to establish eligibility from a foreign country or state outside of California must submit an application to the Board of Barbering and Cosmetology (BBC) for eligibility. Advance Beauty College does not have any authority for eligibility.

NOTICE OF TRANSFERABILITY OF CREDITS EARNED AT ADVANCE BEAUTY BEAUTY COLLEGE

The transferability of credit you earn at Advance Beauty College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma you earned in cosmetology, hairstyling, esthetician, manicuring, and teacher training is also at the complete discretion of the institution to which you may seek to transfer. *Academic achievement earned via distance education at* Advance Beauty College *may not be accepted for reciprocity or eligible for licensure in other states outside of California*. If the diploma that you earned at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at 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 Advance Beauty College to determine if your credits will transfer.

TRANSFER OF CREDIT FOR LICENSED HOLDERS

Students holding a valid license (ex., Manicurist or Esthetician) will receive credit towards their new course of study and will be required to complete a minimum of the following hours:

CROSSOVER PROGRAMS	HOURS	CATEGORIES NEEDED
Esthetician to Advanced Manicuring	300	Manicure, Pedicure & Artificial nails (300 hrs)
Esthetician to Hairstyling	300	Hairstyling services (300 hrs)
Esthetician to Cosmetology	500	Chemical services (200 hrs), Hairstyling (200 hrs), Manicure & Pedicure (100 hrs)
Manicuring to Advanced Manicuring	200	Manicure, Pedicure & Artificial nails (200

		hrs)
Manicuring (or Advanced Manicuring) to Esthetician	400	Skin care (350 hrs), Hair removal (50 hrs)
Manicuring (or Advanced Manicuring) to Cosmetology	600	Chemical services (200 hrs), Hairstyling (200 hrs), Skin care (150 hrs), Hair removal (50 hrs)
Manicuring (or Advanced Manicuring) to Hairstyling	300	Hairstyling (300 hrs)
Hairstyling to Advanced Manicuring	300	Manicure, Pedicure & Artificial nails (300 hrs)
Hairstyling to Esthetician	400	Skin care (350 hrs), Hair removal (50 hrs)
Hairstyling to Cosmetology	500	Chemical services (200 hrs), Skin care (150 hrs), Hair removal (50 hrs), Nail care (100 hrs)
Cosmetology to Esthetician	200	Skin care (200 hrs)
Cosmetology to Advanced Manicuring	200	Manicure, Pedicure & Artificial nails (200 hrs)
Esthetician and Manicuring to Hairstyling	300	Hairstyling (200 hrs)
Esthetician and Manicuring to Cosmetology	400	Chemical services (200 hrs), Hairstyling (200 hrs)

Proof of documentation must be provided to receive credit toward their new course of study.

CREDIT FOR PRIOR EXPERIENTIAL LEARNING

Advance Beauty College does not offer credit for prior experiential learning.

ARTICULATION

The school does not have an articulation agreement between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction.

RE-ENTRY POLICY

All students who withdraw may re-enter into the program without loss of credit hours. All records of the students are stored for five (5) years only, and it is the responsibility of the student to maintain all documents received from the institution. Applicable application and fees will be applied. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment. Student's status will resume where they left off. The student will need to meet the requirements of SAP for the new program. Advance Beauty College reserves the right not to re-enroll any student that has been previously dropped from our program.

TRANSFER STUDENT MONITORING
A student, who attended a post-secondary institution prior to the enrollment at Advance Beauty College, is required to provide an academic transcript from each of the institutions attended.

INSTITUTIONAL CHARGES

The college reserves the right to change the institutional charges without prior notice when necessary. Any changes will not affect attending students.

ON-CAMPUS PROGRAMS

Courses	Tuition	Registration Fee (NR)	Kit (NR)	Book (NR)	Total Institutional Charges	Length of Program in weeks
Advanced Manicuring	$4,295 ($7.16)	$125	$700	$180	**$5,300**	**15-30**
Hairstyling	$4,295 ($7.16)	$125	$1,000	$180	**$5,600**	**15-30**
Cosmetology	$8,895 ($8.90)	$125	$1,200	$180	**$10,400**	**25-50**
Teacher Training	$5,255 ($8.76)	$125	$0	$180	**$5,560**	**15-30**

HYBRID PROGRAMS:

Courses	Tuition	Registration Fee (NR)	Kit (NR)	Book (NR)	CIMA (NR)	Total Institutional Charges	Length of Program in weeks
Advanced Manicuring	$5,460 ($9.1)	$125	$700	$180	$335	**$6,800**	**15-30**
Hairstyling	$5,350 ($8.92)	$125	$1,000	$180	$335	**$6,990**	**15-30**
Cosmetology	$9,560 ($9.56)	$125	$1,200	$180	$335	**$11,400**	**25-50**
Esthetician	$8,650 ($14.42)	$125	$700	$180	$335	**$9,990**	**15-30**

(NR) Non-refundable due to Health and Sanitary Reasons. This includes all required kit equipment, supplies, books, and materials necessary to complete the specific program of study within the enrollment period.
The Prospective student is obligated to pay upon enrollment $600.00

Methods of payment of money owed to Advance Beauty College include Cash, Credit Card (Visa, Master Card, Discover, or AMEX), ACH, personal checks, or Title IV Disbursements. A 3% fee will be charged for Credit and Debit card payment.

An outstanding balance promissory plan form is required to enroll in a program at Advance Beauty College The outstanding balance promissory plan is for students whose Title IV did NOT cover the institutional charges. Therefore, it is the student's responsibility to pay Advance Beauty College. The student may choose a date from the 1st – 24th of each month to auto-debit the credit card or ACH. The last final payment is due before or at the completion of 80% of the student's scheduled hours for the course. A School Official may place the student's education on hold until the balance is current. Additional charges may accrue if education is halted. During an approved leave of absence, the institution will continue to proceed with the outstanding balance promissory plan as agreed upon the enrollment.

STUDENT TUITION RECOVERY FUND (STRF) FEE

Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges to zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges. *For more information, please visit Student Tuition Recovery Fund - Bureau for Private Postsecondary Education.*

EXTRA INSTRUCTION CHARGES

Each course/program has been scheduled for completion within an allotted time frame. If a student does not graduate within the contract period, additional training will be billed at the rate of $100 per week, beginning seven days after the expected end date, until graduation. Proof of Training will not be released until all payments are received.

COURSE OUTLINES

Curriculum content and equipment is subject to change at any time.

ADVANCED MANICURING - 600 Hours

DISTANCE EDUCATION: Students in the hybrid program complete 300 hours (50%) of the program online.

COURSE DESCRIPTION: The Advanced Manicuring Course consists of 600 hours, which is 200 hours over what the California Board of Barbering & Cosmetology required for licensure. Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin and nail conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails. This course goes beyond the basics of manicuring and adds advanced techniques to prepare students to be salon ready.

ADVANCED MANICURING PERFORMANCE OBJECTIVE:

Acquire knowledge of laws and rules regulating California Cosmetology establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicurists.

CURRICULUM:

CATEGORY	Minimum Hours	CONTENT
Health & Safety	150	Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Including instruction on basic labor laws, and physical and sexual assault awareness.
Disinfection and Sanitation	150	Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishment.
Manicure, Pedicure and Artificial nails	300	Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, gel,Gel X, acrylics, dip, tips.
TOTAL HOURS: 600		

INSTRUCTIONAL METHODS USED: The curriculum for students enrolled in a manicurist pedicurist course shall consist of four hundred (600) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Practical training means the time it takes to perform a practical operation. Distance education software used is Milady CIMA. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods may be incorporated throughout the course of study.

GRADING PROCEDURES: Students are graded based on written exams and practical grading criteria. See grading policy for details.

REQUIRED TEXTBOOK FOR ADVANCED MANICURING COURSE:

- Milady's Standard Foundations, ISBN: 978-1-337-09525-9 (Eng.) &
- Milady's Nails, ISBN: 978-1-337-78655-3 (Eng.)
- MILADY CIMA, ISBN: 9780357812570 (Eng.)

HAIRSTYLING - 600 Hours

DISTANCE EDUCATION: Students in the hybrid program complete 300 hours (50%) of the program online.

COURSE DESCRIPTION: The Hairstyling Course consists of 600 hours, which provide students with foundational knowledge such as Health and Safety, Disinfection and Sanitation, basics of Chemistry and Electricity, Lifestyle, Professional Image, Preparing for Licensure and Employment as well as Salon Business.

This course helps students recognize skin, scalp, and hair conditions and disorders prior to services. Finally, students are taught how to shampoo, take care of hair and scalp, cut and style hair using the right tools, materials and equipment for each operation.

HAIRSTYLING PERFORMANCE OBJECTIVES:

- Equip students with knowledge and practices to maintain a safe working environment, handle hazardous substances responsibly, and comply with health and safety regulations.
- Teach students proper disinfection and sanitation practices to ensure the safety and health of both consumers and technicians.
- Provide comprehensive training in hairstyling techniques, use of tools, and client services.

CURRICULUM:

CATEGORY	Minimum Hours	Content
Health & Safety	150	Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Including instruction on basic labor laws, and physical and sexual assault awareness.
Disinfection and Sanitation	150	Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishment.
Hairstyling	300	Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and non chemical straightening, and hair cutting including the use of shears, razors, electrical clippers and trimmers, and thinning shears for wet and dry cutting
TOTAL HOURS: 600		

INSTRUCTIONAL METHODS USED: The curriculum for students enrolled in Hairstyling course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of Health and Safety, Disinfection and Sanitation, and Hairstyling. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Practical training means the time it takes to perform a practical operation. Distance education software used is Milady CIMA. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods may be incorporated throughout the course of study.

GRADING PROCEDURES: Students are graded based on written exams and practical grading criteria. See grading policy for details.

REQUIRED TEXTBOOK FOR HAIRSTYLING COURSE

- Milady's Standard Cosmetology, ISBN: 9780357871492 (English)
- Distance education via Milady CIMA software

  CIMA Digital Learning, ISBN: 9780357812556 (Eng)

COSMETOLOGY - 1000 Hours

DISTANCE EDUCATION: Students in the hybrid program complete 500 hours (50%) of the program online.

EXTERNSHIP: Students can earn up to 100 hours (10%) of the program.

DESCRIPTION:
The curriculum for cosmetology shall cover: health, safety, disinfection, and sanitation as it relates to understanding chemical safety to prevent injuries, and communicable diseases and protect consumers and technicians; chemical hair services to color, straighten, and perm hair safely; hairstyling techniques including both wet and dry styles; application and manipulation of skin care products to enhance skin's appearance; hair removal using various techniques to remove superfluous hair from the body, methods for brow and lash beautification; manicure, pedicure and artificial nails procedures.

COSMETOLOGY PROGRAM OBJECTIVES:
Acquire knowledge of laws and rules regulating California's cosmetology establishments' practices. Acquire the knowledge of health and safety, disinfection, and sanitation related to all phases of hair, skin, and nails. Acquire knowledge of general theory and technical skills relative to cosmetology including the beautification of the hair, the face, and the nails. Theory is relative to practical procedures performed and acquired business management techniques common to cosmetology.

CURRICULUM

CATEGORY	Minimum Hours	Content
Health & Safety	150	Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Including instruction on basic labor laws, and physical and sexual assault awareness.
Disinfection and Sanitation	150	Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishment.

Chemical Hair Services	200	Including instruction on coloring, straightening, waving, bleaching hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.
Hairstyling Services	200	Including instruction on arranging, blow drying, cleansing curling, dressing, hair analysis, shampooing, waving, and non chemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.
Skin Care	150	Including instruction on chemical manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.
Hair Removal and Lash and Brow Beautification	50	Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.
Manicuring and Pedicure	100	Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, gel, liquid and powder brush-ons, dip, tips, wraps, and repairs.
TOTAL HOURS: 1000		

INSTRUCTIONAL METHODS:

The curriculum for students enrolled in a cosmetologist course shall consist of one thousand (1,000) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7362.5(a) of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Distance education software used is Milady CIMA. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods may be incorporated throughout the course of study.

GRADING PROCEDURES:

Students are graded based on written exams and practical grading criteria. See the grading policy for details.

REQUIRED TEXTBOOK FOR COSMETOLOGY COURSE

- Milady's Standard Cosmetology, ISBN: 9780357871492 (English)
- Distance education via Milady CIMA software

CIMA Digital Learning, ISBN: 9780357812556 (Eng)

ESTHETICIAN - 600 Hours

DISTANCE EDUCATION: Students in the hybrid program complete 300 hours (50%) of the program online.

COURSE DESCRIPTION: Learn the proper use of implements relative to all Esthetician services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Esthetician services, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and learn the proper procedure of plain and electrical facials.

ESTHETICIAN PERFORMANCE OBJECTIVE: Acquire knowledge of laws and rules regulating California Cosmetology establishments' practices, understand practices, knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics.

CURRICULUM:

CATEGORY	Minimum Hours	CONTENT
Health & Safety	100	Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Including instruction on basic labor laws, and physical and sexual assault awareness.
Disinfection and Sanitation	100	Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishment.
Skin Care	350	Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.
Hair Removal and Lash and Brow Beautification	50	Including instruction on beautifying brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.
TOTAL HOURS: 600		

INSTRUCTIONAL METHODS USED: The curriculum for students enrolled in an Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an Esthetician, pursuant to Section 7354 of the Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Practical training means the time it takes to perform a practical operation. Distance education software used is Milady CIMA. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods may be incorporated throughout the course of study.

GRADING PROCEDURES: Students are graded based on written exams and practical grading criteria. See grading policy for details.

REQUIRED TEXTBOOKS FOR ESTHETICIAN COURSE:

- Milady's Standard Foundations, ISBN: 978-1-337-09525-9 (Eng.)
- Milady's Standard Esthetics, ISBN: 978-1-337-09502-0 (Eng.)
- CIMA, ISBN: 9780357812563 (Eng.)

TEACHER TRAINING - 600 Hours

COURSE DESCRIPTION: The course focuses on developing lesson plans, outlines, procedures and tests that will ensure student comprehension and instill the will to learn in even the most difficult students. Those enrolled in teacher training programs will develop a course content reflecting a comprehensive, correlated unit of study along with instructional materials that will facilitate set-up and preparation of class along with supplemental teaching aids that will give students a variety of ideas from which to draw and maintain motivation.

COURSE MISSION AND OBJECTIVES: It is the mission of Advance Beauty College to prepare students enrolled in the Teacher Training program for entry-level teaching skills.

TEACHER TRAINING PERFORMANCE OBJECTIVES:

To help develop the ability to:

1. Teach related information, manipulative operations, and techniques.
2. Use various teaching aids, such as instruction sheets, visual aids and tests.
3. To provide information about specific teaching techniques used by the vocational teacher in the working area and in the classroom.

CURRICULUM:

CATEGORY	Minimum Hours	
Health & Safety	100	Including instruction on hazardous substances,chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Including instruction on basic labor laws, and physical and sexual assault awareness.
Preparatory Instruction	250	Including instructional techniques, organizational techniques, lesson planning, and techniques of evaluation.

Supervised Teaching Practicum	250	Including classroom lecture, demonstrations and technical instruction & evaluation.
TOTAL HOURS: 600		

INSTRUCTIONAL METHODS USED: The curriculum for students enrolled in a Teacher Training course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of cosmetology, as defined in section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination.

GRADING PROCEDURES: Students are graded based on written exams and practical grading criteria. See grading policy for details.

REQUIRED TEXTBOOK FOR TEACHER TRAINING COURSE:

- Milady's Master Educator, ISBN: 978-1-3377-8683-6

TEXTBOOKS, EQUIPMENT & SUPPLIES

Student kits contain the equipment necessary for the course and are mandatory. Students have the option to opt out of purchasing a school kit but **MUST** have all required tools, supplies, and textbooks on the school's kit list. If students purchased their own kits and books, they must be pre-checked and approved by school personnel prior to the first day of class. Once the kit has been inspected and approved, the student can enroll and must pay the initial payment.

Students are expected to maintain the kit by replacing lost or broken articles and bring their kits to class each day. The school is not responsible for a student's equipment, either lost or stolen.

Hybrid students are required to purchase a CIMA seat in order to access the online CIMA platform.

MEDIA RESOURCES

The school maintains a library of supplemental resources for student use on Microsoft Teams. Students may access the digital library at any time as long as they are a current student with login access. Students are encouraged to use the resource library to reinforce their academic learning.

How to access Online Library:

1. On a web browser, go to www.teams.microsoft.com or download the Microsoft Teams App
2. Login using the credentials provided by Advance Beauty College
3. Once logged in, students can access the program's library.
4. Open the Files Tab and you will find your resource materials for your program.

TIME CLOCK POLICY

The Board of Barbering and Cosmetology will recognize time-clock hours of attendance for both on-campus and online. As a result of this requirement, this school can only give hours to students who record their attendance by using the time-clocks in the school premises and for online training. Students are required to clock in and out at the start and end of their day and for any lunch periods taken.

- Part-time enrollment is defined as 20-23 hours per week.
- Full time enrollment is defined as any student scheduled to attend 24-40 hours or more per week.

Attendance Rules:

1. No clocking in or out for other students. All students involved in this violation will be held accountable and subject to termination.
2. It is the responsibility of the student to keep track of their clock in and out activity daily.
3. Students will be issued a student ID card. If lost, a $5 replacement fee will be charged to the student.
4. Students must clock out when leaving campus. Failure to clock in or out will result in receiving zero clock hour or partial credit for the day.
    a. Under no circumstances, will the office administration team be allowed to edit hours posted to the student records.
5. Students are provided with Theory & Demo instructions as scheduled *(may be subject to change)*:

<table>
<tr><th colspan="3">Education Schedule</th></tr>
<tr><th colspan="2">Monday - Thursday</th><th>Friday</th></tr>
<tr><td>Theory Class</td><td>9 am - 10:15 am</td><td rowspan="6">Flex Schedule

Flex Schedule

Flex Schedule</td></tr>
<tr><td>Demo Class</td><td>10:30 am - 11:30 am</td></tr>
<tr><td>Demo Class</td><td>1:30 pm - 2:30 pm</td></tr>
<tr><td>Demo Class</td><td>6:15 pm - 7:15 pm</td></tr>
<tr><td>Theory Class</td><td>7:30 pm - 8:45 pm</td></tr>
</table>

6. Theory class starts at 9:00 a.m. and 7:30 p.m. Students will not be admitted at (or after) 9:08 a.m. or 7:38 p.m. If the student is late, the student cannot clock-in until the session is over.
7. Fridays are for practical work only and students can request make-up hours on this day if they are not scheduled to be on-campus.
8. Meal breaks are recommended. For students who are scheduled 6 or more hours on campus, will be allotted a 30-minute meal break but they can choose to take it, or not at their own discretion. If the student chooses to take a meal break, they must clock out even if they remain on campus.
9. All absences, whether excused or unexcused will factor into a student's overall attendance grade. Students are responsible to make up any lost time due to absences. Students have until the next scheduled SAP or their scheduled end date to make up any work.
10. Students will receive SAP reports when they reach 300 & 600 hours of the Esthetics, Advanced Manicuring & Teacher Training; at 450, 900, 1000 hours of the Cosmetology.
11. Students are to attend class according to the schedule in the enrollment agreement.
    a. First schedule change within the first 7 days of enrollment is free.
    b. Additional schedule changes beyond the 7-day cancellation period are $75 per request.
12. Students with 14 consecutive days of absence will be withdrawn.

HYBRID EDUCATION POLICY

Advance Beauty College offers hybrid distance education through Milady CIMA. Students enrolled in the Hybrid Distance Education Program must complete 50% of their program hours online as outlined in the enrollment agreement or any subsequent addendums (schedule changes). The online program is asynchronous. Student hours will be counted through Prestige and theory exam(s) grades will be automatically calculated by the accredited reports generated by Milady CIMA. All practical operations must be done on-campus. Students must attend on-campus classes as scheduled each week for the online hours to count. Failure to attend on-campus will result in no credit earned for any work completed online that week. Upon completion of all curriculum requirements, the student must pass a final exam of at least 70% prior to graduation from the program. All transcripts listing academic attainment received will identify the distance education component.

Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education at Advance Beauty College may not be accepted for reciprocity or eligible for licensure in other states outside California. A signed and dated copy of this disclosure can be found in the student file.

Online hours are Monday - Sunday, 9 am – 9 pm. Work done outside of these hours will be removed, including Holidays. No overlapping of hours (On-Campus & CIMA) is allowed. Overlapped hours will be removed. This is considered double-dipping and is a violation of school policy. Maximum hours online is 50%.

Hardware Requirements: Students will need either a computer (desktop or laptop) or a tablet with internet access with the following browsers: Google Chrome or Microsoft Edge.

All accredited reports acceptance terms and conditions can be found in the Distance Learning disclosure *(Accredited Reports Acknowledgement, Acceptance of Accredited Reports, No Contest of Accuracy, Formal Audit, Audit Process & Acceptance of Audit Results).*

Students receiving Veterans Assistance (VA) are not eligible for the Hybrid Program.

14-DAY ABSENCE POLICY

Students with 14 consecutive days of absence will be withdrawn from the program. This policy includes for on-campus and hybrid courses. It is the students responsibility to request for a leave of absence before the 14-day.

GRADING POLICY

Each program consists of both a theoretical and hands-on component that covers the applicable skills and competencies in the course. Academic performance is measured by written examinations administered periodically by the instructor. Grading for exams is based on the scale listed below.

ACADEMIC GRADING

100%-90% Superior Performance	89%-80% Above Average	79%-70% Average
69%-60% Unsatisfactory	59% -00% Fail	

Practical operations completed by the student are recorded on the student's Prestige page. Practical operations are evaluated periodically for mastery using the practical grading criteria to determine whether the skill is performed with the required degree and accuracy. The cumulative score of both academic exams and practical evaluations make up a student's overall GPA. Students must maintain a 70% average to maintain satisfactory academic status. These qualitative factors will be used to evaluate and determine academic performance using this grading system measured against a norm.

To complete the course of study, the student must complete the minimum hours as prescribed by the Board of Barbering and Cosmetology. If a student withdraws or is terminated from the program, the transcript will reflect a percentage of theoretical instruction and practical operations based on the number of actual hours completed.

FRESHMAN EVALUATION
A student will be required to complete a minimum number of operations in their respective programs and pass the performance grading criteria in order to progress out of the freshman status prior to moving to the clinic floor to service clients.

PERFORMANCE GRADING
Practical operations completed by the students are recorded on their Prestige portal. Practical operations are evaluated twice during the program using the practical grading criteria to determine whether the skill is performed successfully. A passing score of 70% or higher is required.

SERVING THE PUBLIC

Students will be serving the public and must be courteous and pleasant. Students must take all appointments assigned to them after completing specific operations. Therefore, students should be prepared with the necessary equipment needed to complete the service. For safety purposes, students should not leave a client during a service, for example, while a chemical is processing, during a facial peel, or while an electrical apparatus is applied to the skin. If a student refuses to service the client that is assigned to them, they may be dismissed by the instructor and the student must clock out for the day.

HEALTH AND PHYSICAL CONSIDERATIONS
Generally, the professional in the beauty industry must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty field, there is a great deal of standing, walking, pushing, bending, and stretching, sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands.

FINANCIAL AID

FINANCIAL AID ELIGIBILITY REQUIREMENTS
To be eligible to receive federal student aid, you must:

- demonstrate financial need for need-based federal student aid programs;
- be a U.S. citizen or eligible non-citizen;
- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, and the Republic of Palau);
- be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program;
- maintain satisfactory academic progress in college or career school (as defined by the school's

policy);

- sign the certification statement on the *Free Application for Federal Student Aid (FAFSA ®)* form stating that:
    - you are not in default on a federal student loan,
    - you do not owe money on a federal student grant, and
    - you will use federal student aid only for educational purposes; and
- show you're qualified to obtain a college or career school education.
    - You can show you're qualified to obtain a college or career school education by:
        - having a high school diploma or state-recognized equivalent such as a General Education Development (GED) certificate;
        - completing a high school education in a home school setting approved under state law; **or**
        - enrolling in an eligible career pathway program and meeting one of the "ability-to-benefit" alternatives.

FINANCIAL AID MECHANISM

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Financial aid is awarded to students who have "need". The need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

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

APPLICATION PROCEDURES AND FORMS

Financial aid applications for this institution consist of the Free Application for Federal Student Aid (FAFSA). This form needs to be completed as instructed on the form. This form can also be accessed and filled out online at Federal Student Aid (FAFSA).Documentation to substantiate the data entered on the form may be required by the financial aid office. Assistance in completing the forms online is available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

EARLY COMPLETIONS

Should the student complete the program earlier than the estimated time frame stated in the contract, the student's financial aid may be recalculated and may result in liabilities owed by the student and/or the institution.

TREATMENT OF A CREDIT BALANCE

A credit balance is when the tuition and fees for the payment period are less than any Title IV payment credited to the student's account. In most cases, credit balances are released to the student within 14 calendar days unless the student requests funds to be held until the end of the academic year *(all students enrolling in a program at* Advance Beauty College *sign an Authorization to Hold a Title IV Credit Balance for each academic year)*.

FINANCIAL AID CONSUMER INFORMATION

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending college. This includes the Federal PELL Grant *[Does not require repayment] For more information, click here,* Federal Pell Grant - Federal Student Aid

GENERAL FINANCIAL AID INFORMATION

If you wish to apply for financial aid you have questions, or you need sections of the handbook clarified, contact the Financial Aid Director at the school.

Additional information regarding the student aid programs may be found: Contact Us | Federal Student Aid.

Or you may call the Federal Student Aid Information Center at 1-800-433-3243.
The hours of operation are, Monday: 8 a.m.–9 p.m. Eastern time (ET), Tuesday–Wednesday: 8 a.m.–8 p.m. ET, Thursday–Friday: 8 a.m.–6 p.m. ET, Saturday–Sunday: Closed, Closed on federal holidays, Nov. 24 and Dec. 22.

NSLDS DISCLOSURE

Please note that any loan borrowed by the student or parent will be submitted to the National Student Loan Database System (NSLDS) and will be accessible by guaranteed agencies, lenders, and schools determined to be authorized users of the data system National Student Loan Data System.

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires students to be notified that disclosing their social security number is mandatory. The social security number is used to verify student identity, process the awarding of funds, collect funds, and trace individuals who have borrowed funds from federal, state, or private programs. Suppose a student obtains a loan to pay for an educational program. In that case, the student will be responsible for repaying the total loan amount plus interest, less any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

TREATMENT OF TITLE IV FUNDS IF THE STUDENT WITHDRAWS FROM PROGRAM OF STUDY

As of 10/07/00, Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the course of study. Simply stated, if the student withdraws before the sixty percent of the payment period in the course, the student would have earned only 50% of the aid received or eligible to have received. To determine the percentage complete, the scheduled hours of class or the actual hours attended (if less than seventy percent of scheduled hours) will be divided by the total hours in the payment period. Unearned aid will be returned to the program(s) in accordance with the guidance described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid. Delinquent school accounts will be assigned to a collection agency. Collection agency expenses will be added to the balance owed to the school.

REFUND POLICY

The following refund policy applies to all terminations for any reason by either party, including student decision, course or program cancellation, or school closure per CA Education Code 94919 (2016).

A. An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

B. The institution shall advise each student that a notice of cancellation shall be in writing and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

C. The institution shall also provide a pro-rata refund of non-federal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

D. Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Monies due to the applicant or student are refunded within 45 days of official cancellation or withdrawal. The amount the school would be allowed to retain would be calculated based on the number of hours the student was scheduled to complete.

RETURN OF TITLE IV

Special note to students receiving Pell Grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Withdrawing students will be responsible for institutional charges not covered by student aid.

Sample Calculation:

Completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. *The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on loan.*

2. *The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.*

RETURN TO TITLE IV REFUND POLICY AND DISTRIBUTION ORDER:

Advance Beauty College adheres to the refund policy as published in the school catalog. The refund distribution order is applied as follows:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Pell Grant
4. Other:
    a. If Federal Pell Grant Title IV funds are returned based on the return to Title IV calculation, and a credit balance exists, the credit balance must be refunded directly to the student. A student who graduates and a credit balance exists on their account, the student must provide in writing allowing the school to return the funds. Without written authorization, the school's excess proceeds will be sent directly to the student.

POST-WITHDRAWAL

If a student has received less aid than that student earned, he/she may be eligible for a post-withdrawal disbursement. If a student is eligible for this disbursement, the school will notify the student in writing of the amount he/she is eligible. The student will have 14 days to accept or decline the disbursement. If an acceptance is not received within this time frame, Advance Beauty College will not make the post-withdrawal disbursement

to the student.

Refunds are to be made no later than **45 days** from the date of determination of withdrawal.

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

- **ACADEMIC YEAR**: A period of not less than 26 weeks of instructional time with a minimum of 900 clock hours of instruction for a full-time student. The midpoint of the academic year shall be a minimum of 13 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 26 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.
- **AWARD YEAR**: School year for which financial aid is used to fund a student's education. Generally this is the 12-month period that begins on July 1 of one year and ends on June 30 of the following year.
- **CLOCK HOUR:** 50 to 60 minutes of supervised instruction during a 60-minute period.
- **DEPENDENT STUDENT:** An individual that does not meet the independent student criteria. This student is required to submit an application that includes the student's and parents' income and assets data.
- STUDENT AID INDEX (SAI): It is calculated using information from the Free Application for Federal Student Aid (FAFSA) form, and is not the amount of aid a student will receive.
- **INDEPENDENT STUDENT**: An individual who meets one of the following criteria:
    - at least 24 years old,
    - married,
    - a graduate or professional student,
    - a veteran, a member of the armed forces,
    - an orphan, a ward of the court,
    - or someone with legal dependents other than a spouse, an emancipated minor or someone who is homeless or at risk of becoming homeless.
- **PARENT(S):** For the purposes of the financial aid programs, "a parent" is the mother and/or father or adoptive parents, stepparent, or legal guardian – <u>not foster parents</u>.
- **PAYMENT PERIOD:** 450 hours and 15 weeks for courses of 900 hours or more. It is the midpoint of the program for courses of less than 900 hours and 30 weeks.
- **PROFESSIONAL JUDGMENT:** Title IV Professional Judgment: Section 47A of the Higher Education Amendments of 1992 authorized the financial aid administrator to exercise Professional Judgment (PJ) on a case-by-case basis. Professional judgment is a discretionary action on the part of the financial aid office to address unusual circumstances that affect a student's/parent's ability to pay for educational expenses. Using professional judgment, the financial aid director may adjust the expected family contribution (EFC) and thereby make education more affordable.

  Other extenuating circumstances will be considered on a case-by-case basis. If a student/parent would like to apply for professional judgment consideration, it is necessary to schedule a meeting with the financial aid director to review/discuss the current financial situation. A form will be provided to the

prospective/student to explain in detail the current financial situation and why an adjustment to the EFC is warranted. The financial aid director will review all letters of request on a case-by-case basis. If the financial aid director decides that changes to any data elements on the FAFSA are warranted, the financial aid director will make changes to the FAFSA electronically and send it to the Federal Processor. Once the correction is made by the U. S. Department of Education, the Division of Student Financial Assistance will notify you by mail of the change in your expected family contribution and new award amount(s). You will also be notified if there is no change to your EFC for financial aid awards.

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

- **REFUNDS:** In any case where a refund is due to the Title IV Programs, the payment of the refund will be made within 45 days from the official withdrawal date first to FPELL and then to the student. This order will be applied providing the student receives funds from that program and in amounts not to exceed the amounts originally paid from each program. .

- **VERIFICATION PROCESS:** Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986, April 29, 1994, November 29, 1994 – executing legislation 20 U.S.C. 1094 governing the Title IV programs requiring schools to be sure of certain applicant-reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse PELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of the verification process.

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

    - **VERIFICATION EXCLUSIONS:** Applicants excluded from verification include:
        - *Death*: Applicant dies during the award year or before the deadline for completing the verification.
        - *Incarceration:* Applicant is incarcerated at the time the verification is to be performed.
        - *Certain immigration status:* Applicant arrived in the U.S. during calendar years 2004 and 2005.
        - *Certain spouse/parent status:* Spouse or parent information is not required to be verified if the spouse or the parent is deceased, physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
        - *Complete verifications* - If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
            - Letter stating that the verification process was completed.
            - Copy of the application data that was verified, and if the student was awarded a PELL Grant, a copy of the signed SAR/ISIR.

- A completed Financial Aid transcript. Pacific Island residency status- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address No funds disbursed- The applicant will not receive federal aid funds.

- **REQUIRED VERIFICATION ITEMS:** Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used Data items include:
  - Total number of persons in the household.
  - The number of members of a household enrolled at least half-time students in postsecondary educational institutions.
  - Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year.
  - U.S. income tax paid for the base year.
  - Certain untaxed income and benefits for the base year if certain conditions would apply include:
    - Social Security benefits.
    - Child support.
    - Untaxed payments to IRA or Keogh or Foreign income
    - Earned income credit o Interest on tax free bonds

  Advance Beauty College shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16 (f).

- **DOCUMENTATION REQUIRED**: Student, spouse and/or parents (as applicable) signed income tax forms (IRS 1040, 1040A, or 1040EZ and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require or provide other appropriate forms.

  - **TIME PERIOD FOR PROVIDING DOCUMENTATION**: Applicants must provide the required documentation within 60 days after the 1st day of school.

- **APPLICANT RESPONSIBILITIES**: To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:
  - Number of family members in the household
  - Number of family members in the household now enrolled as at least half-time students in postsecondary institutions.
  - Change in dependency status.
  - Federal PELL Grant applicants whose dependency status changes during the Award Year must file a corrected application. This process does not apply if the change occurs due to marriage.

- Campus-based applicants whose dependency status changes during the Award Year must have their EFC re-calculated. This process does not apply if the change occurs due to marriage.
- The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

- **CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S):** If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:
  - The student may continue training on a cash payment basis.
  - The student may withdraw and re-enroll at no additional charge. There will be no loss of credit earned when the student provides all proof, and verification is complete. The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

- **INTERIM DISBURSEMENTS**: The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

- **TOLERANCES:** If there are non-dollar errors and if the errors in dollar items total less than $400, there is no requirement to recalculate the student's EFC.

- **NOTIFICATION OF RESULTS OF VERIFICATION**: The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

- **REFERRAL PROCEDURE**: The school shall forward to the Secretary of Education, referral of fraud cases.

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

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matters prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program. This institution expects all its students to maintain Satisfactory Academic Progress as established by this institution. This policy applies to students enrolled in any course at the institution, regardless of attendance status (part-time or full-time).

The SAP Policy applies to all students regardless of whether they are receiving Title IV and Non-Title IV recipients. Federal regulations require that all schools participating in any Title IV Federal Financial AID programs must adhere to the SAP policy. As a Title IV Financial Aid recipient, you must maintain SAP to remain eligible to receive Title IV Federal Financial Aid.

The SAP policy is provided to applicants prior to enrollment. The student must:

1. Maintain a cumulative academic average of 70% or better as a qualitative factor to determine academic performance using grades, and/or work projects completed, and/or comparable factors measurable against

a norm.

2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract as a quantitative factor. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week (2/3 x 30 =20).
3. Complete the course within 150% of the course length as defined in the enrollment agreement. Students who exceed 150% of the course will be terminated from the program. Students will be permitted to re-enroll in a program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.
4. Students on an approved Leave of Absence will have their contract period and maximum timeframe extended by the same number of days as the leave of absence.
5. Evaluation periods are done at least by the midpoint of the academic year or program, whichever comes earlier, for all students. All evaluations must be completed within seven (7) school business days following the established evaluation points.
6. Students who meet minimum requirements are considered to be making satisfactory academic progress until their next scheduled evaluation.
7. Only students who maintain satisfactory academic progress are eligible to receive Title IV assistance. Students will be notified of any evaluation that impacts their financial aid eligibility.
8. A student's successful course completion percentage is based on the number of successfully completed credit hours divided by the cumulative number of credit hours attempted by the student.
9. Students will have access to SAP evaluation results at the time of the evaluation and upon request.

EVALUATION PERIODS

These SAP Evaluation Periods are based on the US Department of Education's definition of an academic year of 900 hours or 26 weeks and follow the payment schedule for Title IV federal financial aid.

All students enrolled in a course at Advance Beauty College will receive a printed copy of their SAP at each evaluation period. A signed copy will be maintained in the student's file. If a student does not meet the SAP requirements, the Student Services Coordinator or Campus Director will schedule a meeting to discuss an academic plan to address the specific needs of those students who fail to meet the academic requirements at specific SAP evaluation periods.

Students enrolled in the Advanced Manicuring, Esthetician, Hairstyling, and Teacher Training programs are evaluated two (2) times as follows:

Program (length)	SAP 1	SAP 2
Advanced Manicuring (600 hours)	300 hours* | 7 weeks	600 hours* | 8 weeks
Esthetician (600 hours)	300 hours* | 7 weeks	600 hours* | 8 weeks
Teacher Training (600 hours)	300 hours* | 7 weeks	600 hours* | 8 weeks
Hair Styling (600 hours)	300 hours* | 7 weeks	600 hours* | 8 weeks

*The evaluation periods are based on scheduled hours.

Students enrolled in the Cosmetology program are evaluated three (3) during their course of instruction, depending on their enrollment hours. These evaluations occur as follows:

Program (length)	SAP 1	SAP 2	SAP 3
Cosmetology (1000 hours)	450 hours* | 10 weeks	900 hours* | 20 weeks	1000 hours* |25 weeks

*The evaluation periods are based on scheduled hours.

Transfer hours from another institution, that are accepted up to 50% of the program length, are counted as both attempted and completed hours.

ACADEMIC AND ATTENDANCE PROGRESS EVALUATIONS
Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

The qualitative element used to determine academic progress is as follows:

1. Academic Grade: The Practical Grade and the Written Exam Grades are combined and averaged with a passing score of 70% or more.
    a. *Practical grades:*
        i. At least two comprehensive practical skills evaluations will be conducted using the practical grading criteria with the standard adopted by the school.
        ii. At least 70% in each applicable category for a passing score.
        iii. To calculate the overall competency evaluation score, an average of the percentage for all categories is used.
    b. Theory examinations after each unit of study.
        i. At least 70% in each applicable category for a passing score.
        ii. To calculate the overall competency evaluation score, an average of the percentage for all categories is used.

2. Attendance: Maintain a cumulative average attendance level of at least 67% of the scheduled hours.

Students who are not meeting minimum standards for SAP are no longer eligible to Title IV, HEA program funds, if applicable, unless the student is on ***WARNING*** or has prevailed upon appeal of the determination that has resulted in the status of ***PROBATION***. Students must make up any failed or missed tests and incomplete assignments.

PROGRAM INCOMPLETENESS
Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as applicable at the time of withdrawal. Course incompletes, repetitions, and noncredit remedial courses have no effect upon the school's satisfactory progress standards.

ACADEMIC WARNING
Advance Beauty College evaluates students' Satisfactory Academic Progress (SAP) at the end of each evaluation period. Students who are not meeting minimum standards for SAP will be put on ***WARNING*** status during the initial payment period in which the student failed to meet minimum attendance and/or academic standards.

- The student may continue to receive Title IV aid for one payment period.
- The student does not need to file an appeal.

Should a student fail to meet the minimum standards for SAP for the subsequent evaluation period, the student must follow the academic probation guidelines as outlined below in order to remain eligible for enrollment and financial aid.

ACADEMIC PROBATION

Students remain eligible to receive aid during the probation period but will be considered to be on academic/attendance probation.

*To be placed on Probation, a student **must**:*

- *Provide a written appeal and have it approved by the school and expected to be making SAP in next evaluation period*

AND

Students remain eligible to receive aid during the probation period but will be considered to be on academic/attendance probation.

To be placed on Probation, a student must:

- *Provide a written appeal and have it approved by the school and expected to be making SAP in next evaluation period*

AND

- *Students will be placed on an individualized academic plan to ensure that the student is able to meet SAP standards by a specific date and be able to complete the program within the maximum time frame of 150%.*
    - Probationary students who fail to meet Satisfactory Academic Progress by the end of the probationary period will lose any remaining eligibility for financial aid or VA benefits and will be withdrawn from their program of study. All policies regarding the institution's refund policy will apply to students who are terminated due to not making satisfactory academic progress. Students who lose financial aid or VA benefits may re-enroll on a cash-paying basis.
    - Warning and probationary students who meet Satisfactory Academic Progress by the end of the warning/probationary period will be removed from academic warning/probation and will retain eligibility for Title IV aid. Students will be notified of any evaluation that impacts the student's eligibility for financial aid.
    - Students who re-enroll on a cash-paying basis will do so under the same SAP status as when they were withdrawn and will need to reestablish Satisfactory Academic Progress in accordance with the attendance and grading standards.
    - *Veterans Affairs will be notified (this only applies to students utilizing their VA Benefits).*

APPEAL PROCEDURES

Students who wish to appeal the decision that they are not making satisfactory academic progress must submit a written request to the Director of Compliance. This written request should be received within (5) days of the determination and must describe any circumstances related to the student's academic standing which the student believes deserves special consideration, such as a death of a relative or an injury or illness. The letter should also document why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation.

The administrator shall evaluate the appeal within a reasonable time frame (5-10 days) and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his/her case. The committee shall provide a written notice to the student of its decision within a reasonable time frame (5-10 days).

The decision of the committee shall be final. Students that prevail upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory academic progress, and determined as making satisfactory academic progress will be re-entered in the program and financial aid funds will be retroactive for eligible students who have displayed satisfactory academic progress within the evaluation probationary period time frame. All records of the student's appeal will remain documented in the student's file.

LEAVE OF ABSENCE (LOA) POLICY

Occasionally, students may experience extended personal, medical, or other problems that make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to two (2) ninety-day (90) periods, not to exceed 180 days *(Upon approval from the Student Services Coordinator, a concurrent 180-day leave of absence may be granted)*. Each LOA must be at least 14 days and a maximum of 90 days. *Students can request a Leave of absence 30 days after the start date unless there is an unforeseen circumstance or emergency. For these events, please get in touch with the student services manager or director of compliance. Supporting documentation may be requested by the Student Services Coordinator before the approval.* Do not request a LOA unless you need one. The LOA may not exceed 180 calendar days in any 12-month period.

Students on LOA's will not be assessed any additional charges of tuition. Students granted a LOA that meet the criteria will not be considered withdrawn or have a refund calculation assessed.

Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have a new maximum time frame to complete the program extended by the same number of days as the leave of absence. The student's contract period will also be extended by the same number of days as the LOA. The addendum to the enrollment agreement must be signed by all parties. If a student on an approved leave of absence notifies the school that he or she will not be returning, the date of withdrawal shall be the day of notice. The student will be withdrawn if they take an unapproved LOA, or do not return by the requested returning date. All refunds due will be issued to the student or appropriate agencies and paid within 45 days.

The LOA request must be communicated in writing with student signature prior to the 1st day of leave, unless unforeseen circumstances prevent the student from doing so. The LOA request form must be filled out which includes the reason for the LOA, the date of leave, and return must be stated on the form prior to the school official approving the LOA. There must be a reasonable expectation that the student will return to school after the LOA. All LOA return dates must be scheduled to coincide with the student's regular on campus schedule.

In unforeseen circumstances in which the student is not able to request a LOA prior, the institution will email the document to the student.

Reasons for Leave of Absence Advance Beauty College **will accept:** Lack of Childcare, Lack of Transportation, Housing Instability, Medically Related Condition (Illness, Disability, Surgery), Bereavement, Incarcerated, Care for a Family member, Conflicting Work-Schedule, No Internet or Device for Online Training, or Personal Leave.

WITHDRAWAL POLICY

Regardless of the average level of attendance, students who have more than two consecutive weeks of absences, (14 calendar days) will be withdrawn from the program. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days up to 90/180 days are encouraged to request a Leave-of-Absence.

1. *Determination of withdrawal from school:* The withdrawal date shall be the last date of recorded

attendance. The student would be determined to have withdrawn from school on the earliest of:

a. The date you notify the Financial Aid Director in writing of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw. Written notices may be submitted by email, post mail, hand delivery, or any other method the institution designates as acceptable. The effective date of the student's withdrawal shall be no later than the date the written notice is received by the institution.
b. The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
c. The date you fail to attend classes for a 14-day period and fail to inform the school that you are not withdrawing.
d. The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of determination of withdrawal will be the scheduled date of return from LOA or date the student notifies the institution that s/he will not be returning.
e. Withdrawals of more than seven business days after the start of class may be entitled to a partial refund based on the institutional refund policy. Students have a right to withdraw from school at any time and receive a refund for the part of the course not taken.
f. If a student has been withdrawn after not successfully passing their SAP probation because they have exceeded the maximum time frame, the student may re-enroll only as cash paying and if the student's appeal to the board is approved.

UNOFFICIAL WITHDRAWAL

Unofficial withdrawals for clock-hour students are determined by the school through weekly monitoring of clock-hour attendance. The school may not know that a student has dropped out (unofficially withdrawn) until the school checks its records on a bi-weekly basis.

A student who has been absent from school for 14 or more consecutive calendar days will be unofficially withdrawn; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.

MAKEUP HOUR POLICY

Students can request to make up hours 30 days after their start date. If eligible, students have to fill out the MAKE UP POLICY form available in the office and submit it to the office for approval. The student services coordinator may need three (3-4) business days to approve. Once the student services coordinator has approved the days/time requested by the student. Students must clock in/out to earn total hours.

No hours will be earned for any student who did not receive approval, resulting in no hours. If a student continues to accrue hours outside their contracted schedule without approval, the student will only be allowed to complete training hours within the student's contracted schedule.

A student must follow all school policies while making up hours, such as complying with the uniform policy and taking lunch breaks (if applicable).

Making up hours does not relieve the student from charges beyond the "on-time graduation date." Advance Beauty College reserves the right to determine a student's eligibility and class availability for students' make up hours.

REGULATORY POLICIES

NON-DISCRIMINATION POLICY

Advance Beauty College does not discriminate on the basis of sex, age, color, race, ethnic origin, sexual orientation, ancestry, national origin, marital status, handicap or disability status as a military veteran, religion or any other characteristic protected by law in its admissions, instruction, or graduation policies, education programs or activities. Advance Beauty College is committed to ensuring an educational environment free of discrimination, sexual harassment, violence and other criminal activities. This includes full compliance with Title IX of the Education Amendments Act of 1972.

SEXUAL HARASSMENT POLICY

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment. Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the school's obligation to investigate the incident and take appropriate steps if sexual harassment has occurred. Sexual violence includes, among other conduct, domestic violence, dating violence, sexual assault, and stalking. These acts will not be tolerated at Advance Beauty College as such acts are inappropriate and create an environment contrary to the goals and mission of Advance Beauty College. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies. It is the responsibility of all persons within the school community to work to ensure an educational environment free from sex discrimination. Violations of this policy may be grounds for disciplinary action under Advance Beauty College policies and procedures.

All students and staff are expected to report incidents of sexual discrimination (including sexual harassment or sexual violence) to the Title IX Coordinator

Title IX Coordinator: Julia Nguyen
Julia@advancebeautycollege.com
(714) 530-2131

Information regarding sexual discrimination, including sexual harassment or sexual violence, may also be reported by anyone to: U.S. Department, Office for Civil Rights by email at ocr@ed.gov or at the addresses provided at the following website: http://www2.ed.gov/about/offices/list/ocr/docs/howto.html

The owners and management of Advance Beauty College strongly disapprove of any and all forms of sexual harassment. Upon confirmation of any act of sexual harassment, action will be taken immediately to remedy the situation.

REASONABLE ACCOMMODATIONS FOR DISABLED INDIVIDUALS

Advance Beauty College complies with the provisions of Section 504 of the Rehabilitation Act of 1973 and its subsequent amendments, and no qualified disabled person is excluded from enrolling in a course of instruction by reason of their disability. Advance Beauty College admits those individuals whose disabilities would not create a safety hazard to themselves or their classmates and would not interfere with their ability to benefit from the training offered through their classroom performance capabilities and have reasonable placement potential following graduation.

DRUG & ALCOHOL ABUSE POLICY STATEMENT

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

Students at Advance Beauty College have access to community resources in our website, Community Resources for Students or in the Administration's office to outside agencies that can offer professional assistance in these areas of drug and alcohol abuse prevention.

STUDENT HEALTH AND SAFETY

Student health and safety is important to Advance Beauty College. All OSHA regulations must be adhered to and the following are to be noted and/or followed by all students.

- All accidents or injuries must be reported on an incident form which is located in the administration office.
- Horseplay in work areas will not be tolerated.
- Take all necessary precautions to maintain a safe environment.

FIRE AND EMERGENCIES

In case of fire or other emergency, your responsibility is to protect yourself by leaving the building in a calm, orderly manner. The emergency Evacuation Route is posted near all exit doors. Know the evacuation route, and where fire extinguishers are located throughout the building.

Orange County Fire Authority Station 80
14162 Forsyth Ln., Garden Grove, CA 92844
(714) 573-6000

National 911 Program: Call or Text 911

VACCINATION AND IMMUNIZATION POLICY

Advance Beauty College does not have any immunization requirements for admissions to this institution. We encourage students to follow the guidance of the California Department of Public Health CDPH and the Center for Disease Control CDC regarding all vaccines.

VOTER REGISTRATION

The school strongly encourages students to register to vote.

To register, visit: Voter Registration.

CONSTITUTION DAY AND CITIZENSHIP DAY

Advance Beauty College conducts a class for the students on Constitution Day and Citizenship Day. This is a combined annual event observed on September 17. This event commemorates the formation and signing of the Constitution of the United States on September 17, 1787.

UNAUTHORIZED DISTRIBUTION OF ADVANCE BEAUTY COLLEGE MATERIALS

Students authorized to utilize the institutional equipment and materials for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute. Violation will be punished by removing any

authorized privileged use of any institutional equipment or materials.

STUDENT HOUSING
The institution does not have dormitories or provide housing assistance to students. Rental housing near the campus is available in the range of $1,809-$2,550.
Source: City-Data.com.

RETENTION OF STUDENT RECORDS
Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. Students are not entitled to inspect the financial records of their parents. Written consent is required from the student before records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. *See FERPA Act.*

Advance Beauty College shall maintain student records as follows:

A. Records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.
B. For each student granted a diploma, permanent records of all the following:
    a. The diploma granted and the date.
    b. The courses on which the diploma was based.
    c. The grades earned by the student in each of those courses

    All student files are maintained for six (6) years from completion or withdrawal. After that time, transcripts/Proof of Training are scanned and stored electronically in secured servers.

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS
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 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."

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Advance Beauty College receives a request for access. A student should submit a written request that identifies the record(s) the student wishes to inspect to the Admissions office. The school official* will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.
    a. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII)

from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests including the institution's accreditation and other governing agencies as required by state and federal regulations.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Advance Beauty College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 2020.

**A school official is a person employed by* Advance Beauty College *in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Advance Beauty College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for* Advance Beauty College.

STUDENT'S RIGHT TO CANCEL

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

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office. A withdrawal may be initiated by the student's written notice or by the institution due to the student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

After the end of the cancellation period, you also have the right to stop school at any time and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

If you have any complaints, questions, or problems which you cannot work out with the school, write or call, please contact the Bureau for Private Postsecondary Education.

STUDENT TUITION RECOVERY FUND STATEMENT

A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

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

In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the *Bureau for Private Postsecondary Education.*

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

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

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number." Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

ARTICLE 4. ORDERLY CLOSURE AND TEACH-OUTS

76240. Required Notices and Teach-Out Plan.

All institutions, including those exempt from Bureau regulation pursuant to the Code, shall do the following prior to closing:

- At least 30 days prior to closing, the institution shall notify the Bureau in writing of its intention to close and provide a closure plan. The closure plan shall include:
    - The exact date and reason for the closure.
    - The last date of instruction for each educational service or program.
    - A list of students who were enrolled at any time during the 60 days prior to closure.

If any student is not provided complete educational services or the educational program, the institution shall provide:

- A plan for providing teach-outs or transfers, including the details of any agreements with other institutions.
- A plan for the disposition of student records.
- A plan to notify students of their rights and options under the Act and this chapter. The institution shall notify the students of the following:
- If the institution is a participant in federal student financial aid programs, it shall provide students with information concerning those programs and institutional closures.

If no teach-out is contemplated, or for students who do not wish to participate in a teach-out, arrangements for making refunds within 45 days from the date of closure, or for institutions that participate in federal student financial aid programs, arrangements for making refunds and returning federal student financial aid program funds.

If any student will not be provided complete educational services or the educational program, provide them with information regarding the Student Tuition Recovery Fund and the Bureau's physical and Internet addresses.

Note: Authority cited: Sections 94803 and 94877, Education Code. Reference: Sections 94874.5, 94909, 94911, 94926, 94927 and 94927.5, Education Code.

OFFICE OF STUDENT ASSISTANCE RELIEF

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) 3707589, option #5, or by visiting osar.bppe.ca.gov.

COLLECTION POLICY

Collection policy defined: A collection policy is the set of procedures a company uses to ensure payment of overdue accounts receivables. Collection procedures shall reflect ethical practices.

The name of the National Accrediting Commission of Career Arts and Sciences is not used in the institution's refund policy nor any of its collection efforts.

Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the Withdrawal and Settlement Policy.

If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.

GRIEVANCE PROCEDURE

It is the policy of this institution to handle grievances in the following manner.

1. Fill out the grievance form and list all grievances *(Form is available in the office)*.
2. Deliver all forms to the instructor in charge.
3. If you are unable to deliver the form to the Instructor in charge you may deliver it to any Director on-site. If the Director is unable to resolve the matter, the Director will escalate it to the Vice-President of Operations.
4. The Director will evaluate the grievance and set an appointment with the person within **5 days** from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours.
5. A student or any member of the public may file a complaint at any time about this institution with the Bureau for Private Postsecondary Education by calling (888) 370- 7589 toll-free or by completing a

complaint form, which can be obtained on the bureau's Internet Web site BPPE.

6. For any grievances that cannot be resolved with the school, you may contact the Bureau for Private Postsecondary Education.

EXTERNSHIP PROGRAM

Advance Beauty College allows students to participate in an externship program. However, it is not a requirement to satisfy the graduation requirements. In order to qualify, the student must meet the following requirements to participate in the externship program:

- Students receiving Veterans Assistance (VA) are not eligible for the Externship Program.
- Student participation in the externship program is voluntary.
- Students must complete their freshman evaluation(s) with a score of 70% or higher prior to starting an externship.
- Student payment plans must remain current and in good standing, financial aid paperwork completed, and all accounting issues must be resolved.
- Students must always wear a photo identification badge at all times during their externship as required by the California State Board of Barbering and Cosmetology.
- Students must demonstrate positive conduct throughout their externship.
- It is the student's responsibility to be aware of the theory and operational hours needed to graduate.
- Advance Beauty College management staff may prevent or terminate a student's participation in the externship program for not making academic progress, lack of professionalism, and poor conduct.
- Students are required to remain in good standing with the salons.
- Participation in the externship program can either be paid or unpaid at the discretion of the salons.
    - In accordance with NACCAS regulations, externship program hours may not exceed 25 hours per week and may not exceed 10% of the total course and/or program hours:
        + 100 hours for Cosmetology Programs.

Please refer to the Advance Beauty College Externship Program Policy & Procedures Manual for more information about the externship program.

STUDENT RULES AND DISCIPLINARY ACTION

Students are encouraged to abide by school rules at all times. Violations of these rules and regulations may result in suspension, loss of externship privilege, or termination from the college as determined by the school administration. Advance Beauty College *reserves the right to not re-enroll any student that has been previously withdrawn from our school and programs.*

All students must maintain proper conduct and present themselves professionally when serving clients. If there are issues, please seek an instructor and/or the Director of Education for resolution.

Grounds for immediate termination:

1. Falsifying or forgery of timekeeping and signatures on any official school documents
2. Use of foul language, yelling, fighting, disrupting the learning environment, and shouting at school staff or other students.
3. Use of drugs or alcohol at any time.
4. Possessing or using a weapon while at school.
5. Stealing

6. Physical abuse or violence against another person

Student Rules: Failure to abide by school rules may result in a suspension (one-day to two-weeks):

1. Students are required to wear school issued t-shirts, dark pants (blue or black) and closed toe shoes at all times during school. T-shirts may not be altered or covered. Long sleeve undershirts must be black, gray or white. Clothing should not be revealing or hinder your work as a student and must be clean and neat.
2. All work must be checked by an instructor or credit (hours) will not be given.
3. Students must be prepared with the required equipment and books for the day's lessons.
4. Students are responsible for the return of college materials or equipment loaned to them.
5. Students must keep their workstation clean and sanitary at all times.
6. Students are responsible for their own personal property. Advance Beauty College is not responsible for any lost or stolen items.
7. No eating is permitted on the clinic floor or in classrooms. Food may be consumed in the designated student break areas. Drinks are allowed in a CLOSED container.
8. No headphones, laptops or the likes are allowed on the clinic floor.
9. No cell phones are to be used during lecture, demonstrations or while servicing clients. Phones should be placed on silent mode while in school. Students wishing to talk on the phone should do so off the clinic floor and away from client areas to be the least disruptive as possible. Phone use while clocked must be for educational purposes only.
10. No visitors or children are permitted in the classroom or student areas, unless receiving services.
11. All students are required to have a ticket signed by an instructor prior to starting a client service. No additional services may be added without instructor approval.
12. Students must take all appointments assigned to them otherwise, the student may be dismissed from school by the instructor or staff.
13. Personal services must be paid for prior to performing the service and require an instructor's approval.
14. The use of personal products on personal services is prohibited.
15. Students must follow <u>all</u> classroom/clinic floor instructions.
16. Students receiving personal services must be clocked out.
17. Smoking is allowed only in designated areas at least 20 feet away from the school entrance.
18. Students must park and secure their bicycles at the bike rack.
19. Please park in the designated parking spots for Advance Beauty College students.

Generally, a third suspension or a third violation of any school rules may be subject to a termination from Advance Beauty College. Advance Beauty College reserves the right to make any additions, deletions, or changes to the school rules and regulations at any time. However, students will be notified of such changes.

STUDENT RIGHTS & RESPONSIBILITIES

The student has the right to ask the school:

- The name of its accrediting and licensing organizations.
- About its programs and its faculty.
- What the cost of attending is and the policy on refunds to students who drop.
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting applications for each available financial aid program. How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.

- To explain each type and amount of assistance in your financial aid package.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress or not.
- What special facilities and services are available to the handicapped.

It is the student's responsibility to:

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid director or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read and understand all forms you are asked to sign.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part time student).
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

GRADUATION REQUIREMENTS

When a student has completed the required program hours, chapter tests, final exam, final performance grading criteria and has completed the required theory and practical operation hours in the Cosmetology, Hairstyling, Advanced Manicuring, Esthetician, or Teacher Training Programs with a 70% grade or better, and has satisfied all financial obligations to Advance Beauty College, the student is ready to schedule an appointment with the office for the exit interview (This process may take up to 2 weeks). On the day of the student's Exit Interview appointment, the student is awarded a Diploma certifying graduation, proof of training (POT), and official transcript. Students are assisted in completing the necessary documents to file for the appropriate State of CA Board of Barbering and Cosmetology Licensure Examination.

PLACEMENT

Job placement assistance is provided to graduates and students at no additional charge. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information and/or visit the school's website or the job board located in the lunch area for the most current listings. A designated office staff member will assist students with placements as often as needed; however, the school does not guarantee placement to any student.

LICENSURE REQUIREMENTS

To obtain a Cosmetology/ Manicurist/ Esthetician/ Hairstylist license in California, Applicants must:

- Be 17 years of age or older;

- Have completed the 10th grade in a public school or its equivalent (12th grade for Electrologist);
- Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professional Code;
- Has completed the minimum state mandated hours; and
- Pass the State Board licensing exam with an overall average of 75% or better.

INTERNATIONAL STUDENTS

Advance Beauty College currently provides I-20 (SEVIS) Exchange Student Program and Services to help foreign students with an M-1 visa to obtain vocational education.

ON-CAMPUS PROGRAMS:

Programs	Tuition	Registration Fee (NR)	Book (NR)	Kit (NR)	SEVIS App. & I-20 Fee	Total Institutional Charges
Advanced Manicuring	$9,100	$125	$170	$700	$550	**$10,645**
Hairstyling	$18,140	$125	$170	$1,000	$550	**$19,985**
Cosmetology	$17,740	$125	$170	$1,200	$550	**$19,785**
Esthetician	$13,990	$125	$170	$700	$550	**$15,535**
Teacher Training	$10,500	$125	$170	$0	$550	**$11,345**

FACILITY

The Garden Grove campus is located in a (7,888 sq. ft.) air-conditioned, two story, modern facility accessible to all public transportation. The facility consists of combined lecture/lab rooms, workshop areas, administrative offices, a student resource library, a student break room, and an outdoor eating area. Free WIFI is available throughout the campus. Security cameras are mounted outside and inside the building for the safety and integrity of the students, staff, and guests. Students will use a variety of equipment and materials during their course of instruction. The school uses equipment that fully complies with any federal, state, and local laws, regulations, and ordinances. This includes the requirements of fire, health, and safety regulations.

EXECUTIVE & FACULTY

EXECUTIVE

Name	Title

Linh Nguyen	President
Suzette Christian Marchetti	Vice-President of Operations
Kate Lam	Student Services Manager
Julia Nguyen	Financial Aid Officer and Compliance
Jill Gonzales	Director of Education

FACULTY

(ALL FACULTY HAVE AT LEAST 3 YEARS EDUCATION/EXPERIENCE AS INSTRUCTORS)

TEACHERS' NAMES	LICENSE HELD
Adrian Navarrete	Cosmetology
Suong Nguyen	Barbering / Cosmetology
Amy Nguyen	Manicuring
Hang Thi Tuy Tran	Esthetician / Manicuring / Cosmetology