My-Le's
Beauty College

4516 FLORIN RD.
SACRAMENTO, CA 95823
PHONE:(916) 422-0223
FAX: (916) 422-1289

School Catalog

BARBERING
COSMETOLOGY
ESTHETICS
MANICURING

MY-LE'S BEAUTY COLLEGE

4516 FLORIN ROAD, SACRAMENTO, CA 95823
(916) 422-0223
www.mylebeautycollegeinc.com

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SCHOOL CATALOG

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HISTORY

My-Le's Beauty College was established in August 1990 by Mr. John Tran, originally located on Stockton Boulevard in Sacramento, California. Mr. Tran retired as CEO in 2012, passing leadership to Ms. Phung Co, who was serving as the school Director at the time. Driven by her passion for education, Ms. Co enhanced the learning environment by relocating the college to a new facility in 2014. In 2025, Justin Tam joined My-Le's Beauty College as a new shareholder.

Our institution has no pending petition in bankruptcy, not operating as a debtor in possession, has no filed petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

APPROVAL DISCLOSURE

APPROVAL PROGRAMS	PROGRAMS EQUIVALENT
BARBERING (1000 HOURS)	BARBER
COSMETOLOGY (1000 HOURS)	COSMETOLOGIST
ESTHETICS (600 HOURS)	SKIN CARE, ESTHETICIAN
MANICURING (400 HOURS)	NAIL CARE, MANICURE, MANICURIST

My-Le's Beauty College is a private institution, and that it is approved to operate by the **Bureau for Private Postsecondary Education (BPPE) 1747 N. Market Boulevard, Suite 225, Sacramento, CA 95834, telephone number (916) 574-8900 or (888) 370-7589**. Approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009 and Division 7.5 of Title 5 of the California Code of Regulations. To indentify the approval status of the institution, you may access the bureau's internet web site www.bppe.ca.gov/schools/approved_schools.

We are approved by **Board of Barbering and Cosmetology 2420 Del Paso Road, Suite 100, Sacramento, CA 95834**. This agency provides licenses to graduates upon passing the Barbering and Cosmetology Bureau examination.

My-Le's Beauty College is accredited by the **National Accrediting Commission of Career Arts and Sciences (NACCAS**), 3015 Colvin Street, Alexandria, VA 22314. Phone # (703) 600-7600. www.naccas.org.

NACCAS is recognized by the United States Department of Education as a national agency for the institutional accreditation of postsecondary schools and departments of cosmetology arts and sciences.

This institution is also recognized by the **United States Department of Education (USDE)** as an eligible institution to participate in the Federal PELL Grant Program (Title IV). **USDE, 400 Maryland Ave., Washington, DC, 20202** (Title IV meant to assist students to meet education expenses).

Additional to the BPPE agency as stated above are state boards, departments which set minimum standards for our program of studies in accordance with Education Code Section 94316.12:

PROGRAM OF STUDY

BARBERING PROGRAM: (1,000 Clock Hours)

The program of study for students enrolled in a barbering program shall consist of one thousand clock hours of technical and practical instruction covering all practices constituting the art of barbering.

COSMETOLOGY PROGRAM: (1,000 Clock Hours)

The program of study for students enrolled in a cosmetology program shall consist of one thousand clock hours of technical and practical instruction covering all practices constituting the art of cosmetology.

ESTHETICS PROGRAM: (600 Clock Hours)

The program of study for students enrolled in a esthetics program shall consist of six hundred (600) clock hours of technical and practical instruction covering all practices of skin care.

MANICURING PROGRAM: (400 Clock Hours)

The program of study for students enrolled in a manicuring program shall consist of four hundred (400) clock hours of technical and practical instruction covering all practices of manicurist and pedicurist.

Educational Goals: The program of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber **(CIP #12.0402)** Cosmetologist **(CIP #12.0401)** **E**sthetics **(CIP #12.0409)** Manicuring **(CIP # 12.04010)**

MISSION STATEMENT

My-Le's Beauty College's mission is to not only offer high-quality training that prepares graduates to pass their state licensure exam but to also produce knowledgeable graduates capable securing employment in the beauty industry. We strive to facilitate and to maximize the development and personal growth of each student as a holistic person and to instill the knowledge, attitudes, and professional ethics needed to succeed in life as well.

EDUCATIONAL OBJECTIVES

At **MY-LE'S BEAUTY COLLEGE** our primary objective is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the California State Board Exams. In the process, our secondary objective is to maximize the development and personal growth of each student as a total person, to help each student discover his/her potential and hopefully function as cosmetology entrepreneurs and teachers of the future.

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

The daily training operation of **My-Le's Beauty College** is under the instruction of a qualified Director of Education **(Ms. Christelle Le)** who bring many years of valuable experience within the beauty industry and believes in continuing her education to keep abreast of the vast changes in our industry.

The resultant educational program, the teaching training at **My-Le's Beauty College** represents the spectrum of cosmetology knowledge and experience. Our Teachers present a challenging teaching and learning environment designed to maximize the student's preparation and opportunity for success in one of today's most exciting career fields … the beauty industry.

The quality of **My-Le's Beauty College** faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all cosmetology, manicuring professions.

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

ADMISSIONS REQUIREMENT

My-Le's Beauty College does not admit students from other countries nor do we vouch for student status or provide visa services.

Our institution instruction and learning materials will be in English. Enrollees are admitted as regular students under the following criteria:

1. An applicant must provide U.S. government issued I.D. Card (e.g. Driver's License, State Identification Card, Passport, Resident Alien, Military I.D.) and valid Social Security Card.
2. Take and pass school admission examination with score of 70% or higher.
3. An applicant must provide one of the following to be admitted as student
   a) Successfully completed High School or its equivalent (GED). High school diploma or official transcript showing high school completion or GED certificate. **This documentation will be used to determine the level of English Language proficiency.**
   b) A foreign high school Diploma must be translated into English and the translation has been performed by an **outside agency that is qualified** to translate documents into English and **qualified** to confirm the academic equivalence to a U.S high school diploma.
   c) Prove of completion of homeschooling at the secondary level as defined by state law.
   d) Academic transcript of completion of at least a two years program that is acceptable for full credit toward a bachelor's degree

e) Non-High School graduates or its equivalent**,** will be required to pass the Ability-To-Benefit tests. Ability-to-Benefit Student is a student who is beyond the age of compulsory (at least 18 years of age) education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at an institution

In order to be admitted on the basis of his or her ability to benefit, a student shall complete a nationally recognized test that measures the applicant's aptitude to successfully complete the program or course to which he or she has applied.

Our school uses the Combine English Language Skills Assessment (CELSA) form 1 & 2. This test is approved by The U.S. Department of Education and will consist of 75 multiple choice questions and takes 45 minutes to complete. This test will be administered by an Independent Test Administrator and not by any school representatives. The school's admissions personnel will provide applicants with additional information as how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admission.

Ability-to-Benefit (ATB) students can no longer become eligible for federal financial aid. However, students who were enrolled in an eligible program at any Title IV institution prior July 1, 2012 may continue to establish Title IV eligibility under the ATB test.
{Federal Student Aid Handbook 2016-2017, Volume 1 Student Eligibility, Chapter 1, Page 9).

GED TRAINING PROGRAM AVAILABLE

Even though we accept ATB student, our institution encourages you to receive additional education benefit from completing GED training and pass the GED exam. GED training program available locally listed below to help students pass GED exam:

1. Elk Grove Adult and Community Education
   8401 Gerber Road
   Sacramento, CA 95828
2. Charles A Jones Career and Education Center
   5451 Lemon Hill Ave.
   Sacramento, CA 95824
3. Highlands Community Charter School
   1333 Grand Ave.
   Sacramento, CA 95838

ADMISSION PROCEDURES

- To apply for admission, an applicant should contact an admission officer at the school to schedule an appointment for a personal interview and tour the school facilities. At this time the school's catalog, performance fact sheet, course outline and general brochure is given to an applicant.
- The admission officer will explain to the prospective student the admission requirement, education providing, and all the requirements to the program, rules and regulations as well as the costs of the program.
- The school's admission officer will direct prospective student to schedule an appointment with Financial Aid Administrator for questions, information regarding financial aid eligibility requirements or monthly payment plan for school.
- The school's admission officer will set up for an enrollment process.
- To complete the enrollment process:
  a) The prospective student needs to complete an application for admission.
  b) The applicant must submit all requirements documents and pass school examination base on admission requirement.
  c) The admission officer will review the prospective student's application, admission document requirement. The admission officer also completes the Prospective Student Evaluation and Institution Certificate Admission forms. Admission decisions must base on fair, effective, and consistent applied criteria that enable the school to make judgment that the applicant is capable of successfully completing the training offered. The school will then notify the applicant either in writing or by phone whether he/she has been accepted.
  d) Prepare a new student file and have a prospective students signs all enrollment forms.
  e) As a prospective student, you are encouraged to review the school catalog and School Performance Fact Sheet prior to signing an enrollment agreement.

ENGLISH-AS-A SECOND LANGUAGE: Our institution instruction and learning materials will be in English. Students will need to be English proficient and pass an Admission Test offered at our school prior to enrollment.
If any student who needs to have their enrollment process conducted in another language besides English, you would need to have a translator with you

FACILITIES & EQUIPMENT

My-Le's Beauty College is approximately 6,300 square feet air-conditioned, modern, facility with many benefits for our staff and students. Five classrooms are for both lecture and hands on learning. Our school simulates salon conditions to help our students "learn-by-doing," with modern equipment and a variety of supplies that help enhance the student's product knowledge. A student lounge is provided for the student's use with facilities, eating and rest areas. The clinic area includes 40 individual styling stations, 50 hairstyling chairs, 25 portable manicure tables, 3 pedicure chairs, 70 learning stations, 10 hair dryers and 5 backwash shampoo units. The Esthetics area also includes 6 facial beds, 5 facial multi-functional machines, 3 LED skin care machines, micro current and microdermabrasion machines, 3 towels warmer and 22 learning stations. A library/learning resource center is also provided for students with accessing information, books, videos, and a computer with internet access for learning resources.

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

* The maximum number of students in a classroom at one time is 30.
  The instructor/student ratio is 1/30.

STATEMENT OF NON-DISCRIMINATION

My-Le's Beauty College does not discriminate on the basis of race, age, color, religion, sex, handicap, ethnic origin, financial status, area of origin or residence in its admissions, instruction, or graduation polices. Our institution is in compliance with Title IX of the Education Amendments Act of 1972.

Title IX Compliance Coordinator: Tony Nguyen
4516 Florin Road, Sacramento CA 95823
Telephone: (916) 422-0223
Email: tonynguyen@mylebeautycollegeinc.com

For assistance related to Title IX or other civil rights laws, please contact: OCR at OCR@ed.gov or 800-421-3481or to the offices of : U.S. Department of Education/Office for Civil Rights
400 Maryland Avenue, SW
Washington, D.C. 20202-1328

All staff and students should report incidents of sexual discrimination, including sexual harassment or sexual violence to the Title IX Coordinator or to office for Civil Rights.

HANDICAPPED STUDENTS/SECTION 504/AMERICANS WITH DISABILITIES ACT POLICY

This institution does offer special facilities for the handicapped. If you would like to request academic adjustment or auxiliary aids, please contact the ADA Director of Compliance. Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program.

Requests for an Accommodation or Auxiliary Aid or Service

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow the below procedures:

1. Contact the ADA Director of Compliance in writing of the type of accommodation needed, date needed, documentation of the nature and extend of the disability, and of the need for the accommodation or auxiliary aid. Request should be made at least two weeks in advance of the date needed. You may deliver your request to the Director of Compliance:
   ADA Director of Compliance: Tony Nguyen
   4516 Florin Road, Sacramento CA 95823
   Telephone: (916) 422-0223
   Email: tonynguyen@mylebeautycollegeinc.com
2. The Director of Compliance will respond within two weeks of receiving the request.

FRESHMAN CLASS-ENROLLMENT

The freshman curriculum for each of the program requires a specific number of hours of classroom lectures, demonstrations, and student practice. **SEE CURRICULUMS STARTING ON PAGE 27**. The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass State Board examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows: **Barbering 450, Cosmetology 450 hours, Esthetics 200 hours and Manicuring 100 hours.**

My-Le's Beauty College considers the freshman classes to be the foundation for your future.

TEXTBOOKS & SUPPLIES

Students are responsible for purchasing their own supplies needed for their educational program. A list of required supplies will be provided to the students prior to enrolling in the program of study. For students who choose to purchase supplies from the school, they have to pay on the day they receive the supplies.

Real and Reasonable Opportunity: Students have the opportunity to purchase their own supply materials from relatively convenient location. My-Le's Beauty College is not affiliated with any supply location. My-Le's Beauty College does not restrict the availability of financial aid funds, so students could purchase the required course materials from alternative sources. Students may be required to pay cash for supply if no further financial aid assistance is available.

In addition to the books and kit, each student will be provided a learning station and hair/facial/nail station when he/she has met the midpoint of the program to be on the clinic floor. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for a student's equipment, either lost or stolen. Students are responsible for the tools of their trade.

The estimated costs of supplies for each program are as follow:

Barbering	-	$1,055.00
Cosmetology	-	$1,405.00
Esthetics	-	$ 855.00
Manicuring	-	$ 555.00

COMPENSATING POLICY

Our Institution does not compensate any staff member involved in recruitment, enrollment, admissions, student attendance, or sales of educational materials to student.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY:

The Satisfactory Academic Progress (SAP) policy is contained in the school's catalog which is provided to applicant prior to enrollment. SAP policy is consistently applied to all students enrolled at the school. This institution expects all students to maintain Satisfactory Academic Progress in both academic and attendance as established by this institution regardless of their financial package. In order to maintain SAP, the student must:

1) Maintain a cumulative academic average of 75% (C) or better on all tests, work projects (operations) and other required program work at the end of each evaluation period.

2) Maintain a cumulative average attendance level of at least 75% of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 23 hours per week (30 x 0.75 = 23).

   Regardless of the average level of attendance, students who have two-week consecutive weeks of absences (14 days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Leave of absences will extend contract period and maximum time frame by the same number of calendar days taken on the leave of absence. Students who expect to be absent 14 or more days are encouraged to request a Leave-of Absence.

   In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the School Rules, pages 14-16 of this catalog.

3) The maximum time frame for student to maintain Satisfactory Academic Progress is 133% of student's scheduled enrollment. For example, if the student has contracted to complete the program within 40 weeks, he or she must complete within 53 weeks.

4) Students must meet minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

MAXIMUM TIME FRAME

The maximum time (133% of the program length) allowed for students to complete each program at satisfactory academic progress is stated below:

PROGRAM	**MAXIMUM TIME ALLOWED**	
	Weeks	**Scheduled Hours**
Barbering - 1000 hours Full Time 35hrs/wk	38.0 weeks	1330
Barbering - 1000 hours Part Time 20hrs/wk	66.5 weeks	1330
Cosmetology - 1000 hours Full Time 35hrs/wk	38.0 weeks	1330
Cosmetology - 1000 hours Part Time 20hrs/wk	66.5 weeks	1330
Esthetics - 600 hours Full Time 35hrs/wk	23.0 weeks	798
Esthetics - 600 hours Part Time 20hrs/wk	40.0 weeks	798
Manicuring - 400 hours Full Time 40hrs/wk	13.5 weeks	532
Manicuring - 400 hours Part Time 20hrs/wk	27.0 weeks	532

The maximum time allowed for transfer students who needs less than the full course requirements or part-time students will be determined base on 75% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe will be terminated. Students who exceed the maximum timeframe would thereafter be permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.

GRADING SYSTEM

The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a "C" (75%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

100% - 92%	=	A	= 4.0	Excellent performance
91% - 84%	=	B	= 3.0	Above average performance
83% - 75%	=	C	= 2.0	Satisfactory performance
74% - 70%	=	D	= 1.0	Unsatisfactory
69% or below	=	F	= 0.0	Fail

EVALUATION PERIODS:

My-Le's Beauty College's academic year is 900 clock hours of instruction over 26 academic weeks.
For programs with a total length that is one academic year (900 clock hours) or less, the program is divided into two equal evaluation periods. For program with total length that exceeds one academic year, the first full academic year (900 clock hours) is divided into two equal evaluation periods and the remainder of the program will be treated as a single evaluation period.
The evaluation periods are based on scheduled hours. The following table represents the evaluation period for academic year 900 clock hours to be completed in 26 academic weeks.

For Barbering Program 1000 hours

Eval Period	Eval Point (Scheduled hrs.)	Minimum required hours	Minimum required weeks
1	450	338	13
2	900	675	26
3	1000	750	29

For Cosmetolgy Program 1000 hours

Eval Period	Eval Point (Scheduled hrs.)	Minimum required hours	Minimum required weeks
1	450	338	13
2	900	675	26
3	1000	750	29

For Esthetics Program 600 hours

Eval Period	Eval Point (Scheduled hrs.)	Minimum required hours	Minimum required weeks
1	300	225	9
2	600	450	18

For Manicuring Program 400 hours

Eval Period	Eval Point (Scheduled hrs.)	Minimum required hours	Minimum required weeks
1	200	150	6
2	400	300	12

Student with transfer hours that are accepted toward the student's educational program will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods will be based on scheduled contracted hours at the institution.

Students are evaluated on attendance, theory, practical and clinical work at the conclusion of each evaluation period. Students are required to maintain a cumulative average attendance and academic average of 75% (C) or better. At each evaluation period, the institution will notify students within seven (7) business days following the established evaluation points to review Satisfactory Academic Progress. Progress reports are retained in the student file and a copy is issued to students. The final evaluation is retained in the students file. They will be made available to the students upon request.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

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

ACADEMIC PROBATION:

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

academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV fund.

In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply.

Probationary students who meet SAP by the conclusion of the probationary period will be removed for academic probation.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and eligibility for Title IV aid, by meeting minimum attendance and academic requirements by the end of the warning or probationary period

APPEAL PROCEDURE:

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

Students accepted for re-entering the program that previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation, within the evaluation probationary period time frame.

REINSTATEMENT: A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student.

PROGRAM INCOMPLETENESS:

Program incompleteness, repetitions and non-credit remedial program are not applicable to this institution's form of instruction therefore have no effect upon institution's satisfactory academic progress.

RE-ENTRY POLICY

Students who withdraw at our institution returning within five years from the date of their withdrawal, will be allowed to use all hours and credits previously earned. Students that have been withdrawn or terminated from our institution will not be allowed to re-enroll for 180 days from the last day of attendance unless withdrawal was obligated by personal medical, immediate family medical or military duty. Proof of document is required if re-enroll within 180 days. Student has to sign the new enrollment contract for re-enrollment with the new institutional charges and expected graduation date.

Re-enter students will be considered to be in the same progress status as when they left.

If a re-enrolling student has previously used all of their excused absences provided under their original contract, the student will not receive any additional time for excused absences under the new contract addendum.

TRANSFER POLICY/CREDIT EVALUATION

My-Le's Beauty College will count transfer and accepted credit hours from another California institution towards the required hours of the same program at My-Le's Beauty College. My-Le's Beauty College may accept transfer credit for program completed at another institution when comparable in educational scope of the program. Student transferring into My-Le's Beauty College from another school must have record of withdrawal from the prior school within five years from the date of their withdrawal. All previous education and training must be evaluated by the school. Appropriate credit will be granted for prior training for transfer from program toward the other program upon review and verification by college officials of its validity under the Board of Barbering and Cosmetology Act and Regulations. For students desiring credit training from schools out of this state must have approval letter from Board of Barbering and Cosmetology with the supplemental hours needed to complete the applicable program.

My-Le's Beauty College will allow transfer up to the following clock hours toward their educational requirements for awarding certificate: Barbering Program 600 hours, Cosmetology Program 600 hours, Esthetic Program 400 hours and Manicuring Program 300 hours.

Any student transferring into My-Le's Beauty College must complete and pass all requirements in order to receive proof of training and certificate.

The hourly tuition charges for transfer/re-enrollment students who have prior hours are charged the same hourly rate as our attending students per program. Our school will consider granting credit to prior hours during the enrollment process. Credit for prior hours will not be granted after enrollment contract has been signed.

My-Le's Beauty College does not entered into an articulation or transfer agreement with any other college or university. Our institution does not award of credit for prior experiential learning. School will not count hours from one incomplete program towards the required hours of different program at My-Le's Beauty College.

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

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

PROGRESS POLICY

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

GRADUATION REQUIREMENTS

When a student has completed the minimum required program hours of practical and technical instruction in the practice program of study, with a grade point average of 75% (C) or better on the academic and attendance and has met all financial obligation he/she is awarded a certificate certifying his/her graduation. Students are assisted in completing the necessary documents to file for the State Board Examination.

STUDENT ACHIEVEMENT STANDARDS

Graduates are expected to:

- Satisfactorily complete all subjects matter according to State Board's Curriculum.
- Knowledge of laws and rules regulating California Cosmological establishments' practices
- Posses positive attitude towards the public and appreciate good workmanship
- Honesty and integrity
- Responsible, reliable and dependable
- Communication - these occupations involve providing service to other
- Self Control, controlling anger and avoiding aggressive behavior.
- Independence and adaptability
- Employment preparation: resume, interview, job search and business management

COPYRIGHT INFRINGEMENT

Is the use of works protected by copyright law section 106 of the Copyright Act (Title 17 of the United Sates Code) without permission, such as the right to reproduce, distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority

constitutes in infringement. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

The legal penalties for copyright infringement are:

1. Infringer pays the actual dollar amount of damages and profits.
2. The law provides a range from $200 to $150,000 for each work infringed.
3. Infringer pays for all attorney fees and court costs.
4. Criminal Infringement: imprisonment of up to five years and fines of up to $250,000 per offense.

PEER-TO-PEER FILE SHARING

Students/staff member are authorized to use My-Le's Beauty College's library and electronic equipment for course related work but are unauthorized to copy or distribute any copyrighted material. Any violations will subject to civil and criminal liabilities. The institution will keep log of violations reported and disciplinary actions taken.

- First violation: student/staff will not be allowed to use any of institution's library or electric equipment.
- Second violation: student/staff member will be suspense for 2 weeks without hours/pay
- Third violation: student/staff member will be terminated from school.

DISCLOSURE OF EDUCATION RECORDS

Eligible students or parents/guardians of dependent minors have the right to inspect, review, and challenge information contained in their educational records. However, a staff member must be present. Educational records are defined as files, materials, and documents, which contain information directly, related to the students and are securely maintained by the school. School will maintain students' file for six (6) years from completion or withdrawal on premise in fire proof cabinet, after that time transcripts are scanned and permanently stored digitally on cloud. An Admission Personnel should be contacted if student wish to obtain a copy of transcript. Students are not entitled to inspect the financial records of their parents. Written consent is required before educational records may be disclosed to third parties with the exception of Accrediting Commissions or Governmental Agencies as authorized by law. Access to student records and providing permission for release of student records to third parties, the parent/guardians of dependent minors can provide for release.

HEALTH AND SAFETY AND PHYSICAL CONSIDERATIONS

In Barbering, Cosmetology, Esthetics and Manicuring fields, students will be in contacted with many harsh chemicals, electrical tools, sharp equipments and hot tolls. Some chemicals may harm your skin directly or through breathing or may cause allergies. Improper use of tools may cause wrist, hand or shoulder injuries. Beauty field must remain standing for long periods of time, improper shoe support may cause back pain. For more information regarding health and safety in beauty industry please visit www.barbercosmo.ca.gov (Article 12. Health and Safety)

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

FIRE AND EMERGENCY PREPAREDNESS

In case of fire or other emergency, your responsibility is to protect yourself by leaving the building from the closest and safest exit. The emergency evacuation sign is posted near exit door. Student must know the evacuation route and fire extinguishers are located throughout the building. Facility Map, Fire Escape Plan and Emergency preparedness information are posted by the student time clock and in the break room.

Vaccination Policy

Our school does not require a student to be vaccinated before admitted. However, students can visit the following clinics for vaccinations if needed.

UC Davis Medical Center - 2315 Stockton Blvd, Sacramento, CA 95817 - Phone: (916) 734-2011

Sacramento Community Clinic - 7275 E Southgate Dr # 204, Sacramento, CA 95823

Phone: (916) 428-3788

CALENDAR/HOLIDAYS

The school is closed on Saturdays, Sundays and the following holidays:

Martin Luther King Jr. Day Presidents Day ** Memorial Day ** Fourth of July ** Labor Day ** Veteran Day**Thanksgiving Day and the following day (Friday) ** Winter Break (Christmas Day through New Year's Day)**

STARTING CLASS SCHEDULES

CLASSES WILL BE HELD AT 4516 FLORIN ROAD, SACRAMENTO CA 95823
Starting date for the following program:
Barbering, Cosmetology & Esthetics Program monthly.... the first Monday.
Manicuring Program Weekly…. Monday.

STUDENT CLOCK HOUR POLICY

The State Board of Cosmetology will only recognize time clocked hours of attendance. As a result of this requirement, this school can only give hour credit to students who record their attendance by using the school electronic time clock to in and out at the start and end of their class day and lunch period.
Once theory classes have been started no one will be allowed to enter the theory classroom.
After clocking in you are required to maintain applied effort and personnel grooming. Leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs you will be asked to stop such activity or to clock out for the remainder of the day. Continued activities of this nature could result in your termination.
One clock hour is equal to 60 minutes of instruction.

ATTENDANCE AND SCHEDULE STATUS

Full time students are required to be enrolled in a minimum of 30 hours per week. Part-time enrollment is defined as minimum of 20 hours per week but less than 24 hours per week.

ATTENDANCE POLICY

Student's attendance is documented through the use of a time clock system. Students are required to clock in and out of school in order to document their presence in school.
Admission personnel will monitor the student's hours on a weekly basic from the time clock and from instructor's attendance record which are maintained in the school office.
Student must maintain a cumulative average attendance level of at least 75% of the scheduled hours indicated on their enrollment contract. Regardless of the average level of attendance, students who have more than two consecutive weeks of absences (14 days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy).
It is mandatory that student contact the admission office for circumstance cause student to be absent. The following will automatically be deemed as excused: Doctor's appointment, Court appearance, and any other professional appointment. You must submit written verification for each excused absent.

COURSE DURATION

All programs offer by My-Le's Beauty College are in clock hour programs. Length of the program are based on the schedule as follow: (See enrollment agreement for exact completion date of the program)

Program	Required Hours	Hours Per/Wk	No. of Weeks
Barbering Full Time	1,000 Hours	35	29
Barbering Part Time	1,000 Hours	20	50
Cosmetology Full Time	1,000 Hours	35	29
Cosmetology Part Time	1,000 Hours	20	50
Esthetics Full Time	600 Hours	35	18
Esthetics Part Time	600 Hours	20	30
Manicuring Full Time	400 Hours	35	12
Manicuring Part Time	400 Hours	20	20

TIME SHEET CREDIT

In order to complete the program of study, the student must complete the minimum hours and operations as prescribed by the Board of Barbering and Cosmetology. The student must be aware at all times of hours and operations required for completion. All students will receive "Daily Record" Time-sheet weekly. Credit will only be given by instructors. Credits will need to be earned on a daily basis with instructors initial or credit will not be given. It is student's responsibility to transfer all prior hours and operations to a new "Daily Record" Time-sheet. The previous "Daily Record" Time-sheet must be turned into the admission office by the end of following Monday or you will lose all credit for that week. It is the student's responsibility to maintain your time. If the time-sheet is lost, the student will lose all credits on that time-sheet

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

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

FIELD TRIP PARTICIPATION

The management of My-Le's Beauty College believes that outside education and exposure to our industry is a vital part of our students' development. In accordance with this belief, My-Le's Beauty College awards hours for attending educational events. The guidelines for administering field trip credit are as follows:

Total Field Trip Hours Allowed:

Barbering program:	40 hours
Cosmetology program:	40 hours
Esthetics program:	20 hours
Manicuring program:	10 hours

Credits only given to those events with the sanction of My-Le are Beauty College and will have a designated representative in attendance. The credit given will be four hours per day of attendance. If that sanctioned show falls on a scheduled school day, a student may receive up to their regular schedule hours if that exceeds four hours. Student must complete field trip form 1 for credit. Completed form must be turned in with timecard on Tuesday following the event.

If student wishes to receive credit for show without school representative in attendance, student should fill out field trip form 2. This form requires Director of Education approval and must be turned to administration office at least one week before show date. To receive credit student must submit proof of ticket purchase and a ½ page (200 words) reaction paper. The paper should describe the student's reaction (thought, response) to the event. This paper must be turned in within one week of attending the event.
The maximum of two hours credit will be given. If show is only one hour in duration, only one hour will be award)

SCHOOL RULES AND REGULATIONS

1. School business hours are Monday – Friday 9:00am-5:30pm.
2. Students must use the electronic time clock system to clock "IN" when entering and "OUT" when leaving.
3. Record time-sheet must be clearly legible. Students must turn in their record time-sheet weekly. All work must be checked by an instructor or credit will not be given.
4. Students are not allowed in another class area unless with the permission of an instructor.
5. Students are required to be in class for roll call promptly in clean, prescribed uniform
   - Student must wear a school Lab coat, closed toe shoes and no heels higher than 2 inches. Students must wear pants (no shorts or dresses and no sleepwear.

*** Lab Coats are to be purchased at the school only since our school logo is required and it appears on the lab coat.

6. Students appearing in school with their hair not set and neat will be clocked out. Beauty needs are to be done on the student's own time. No hats are to be worn in school building.

7. Students will take breaks at their schedule time given by your class instructor.

8. No student may clock in or out for another student. This rule is strictly enforced.

9. No gum chewing is allowed in the college at any time. Smoking is allowed in designated areas only OUTSIDE of the building.

10. No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.

11. No cell phones usage is allowed during theory. You are not permitted to leave a patron just to answer the phone. Cell phones usage is only allowed for school purposes only.

12. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times.

13. Students must keep their workstations, in class or on the floor, cleaned and sanitized at all times.

14. A minimum of ½ hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.

15. Students are responsible to return the school materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.

16. Students have the privilege at all times to consult with the school's official regarding his/her personal problems. The school positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.

17. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.

18. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Credit will be given for applied effort only and continuously engaged in training and study of the program for which you are enrolled. All work must be checked by an instructor or credit will not be given.

19. All students must maintain an average of 75% in theory and in all practical subjects. Probationary status will result in case of failure to do so.

20. Only products furnished by the college may be used unless otherwise approved by the supervisor.

21. Students are to park only in the area designated by the college. The supervisor will show you the parking area and where to park during orientation class.

22. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. No insubordination will be tolerated.

23. Notify office immediately of any address or telephone change.

24. Absence of three (3) days or more without notification shall be considered cause for suspension. Any student who continuously absent more than <u>fourteen days</u> will be terminated.

25. Forging instructors' signature is a serious problem and it is an act of a crime, which can be prosecuted. Students who are forging instructors' signature can be terminated immediately.

26. Food and drinks are prohibited in classrooms and clinic floor. Food and drinks can be stored in the lunch room cubbies and must be removed by end of day or will be thrown out by 5pm if not remove. Only water with close lid is allowed at work area and classrooms.

27. Student agrees not to refuse to perform client services or other program requirements.

28. Students must comply with college policy and state rules and regulations, and all standards of Conduct. Student may be terminated for improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

These rules are designed to form excellent work habits and attendance, and to aid in completing your program as soon as possible so that you may become employed as a cosmetologist, esthetics and manicurist. **Violation of school rules may result in suspension or termination**.

TARDY AND EARLY DISMISSAL POLICIES

School will allow a student up to 15 minutes late from the start of your schedule time with a reasonable excuse (traffic, unexpected emergency, children pick up).

Tardy: Any students arriving after the allowed 15 minutes will be consider tardy and is required to fill out a tardy slip.

Early Dismissals: All personal/appointments should be handled on your day off. Should you find it necessary to leave school early, you must fill out the early dismissal slip and follow the proper sign out procedure. Early dismissals must be filled out if you are leaving 15 minutes before your scheduled end time.

Students who are habitually tardy or leave class early (4 times in one month) will be advised. If tardiness continues, the student will be placed on probation. Probationary students who fail to cease tardiness will be terminated at the discretion of the institution. Any student who exceeds more than four tardy/early dismissals within a month may not be able to clock in for the day and will be consider absent.

EXCUSED ABSENCE POLICY

A student should know at least the day before, if they will need to miss a day or part of a school day for: doctor's appointment, court appearance, and any other professional appointment. Student must contact the office in advance to be excuse (not day of). Excused note must be submitted to the office within 2 weeks from the last day of the attendance.

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that:

- The request must be in writing
- The request must include the student's reason for the LOA; and
- The request must include the student signature

The reasons for which a leave of absence may be approved include:

- Personal and/or family medical issues
- Death in the family
- Other mitigating circumstances

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision
- The institution collects the request from the student at a later date; and
- The institution established the start date of the approved LOA as the first date the student was unable to attend.

If approved, the official Leave will extend the contract period by the same number of calendar days taken in the LOA and that such change to the contract period an addendum to the enrollment agreement must be signed by all parties. No additional charges will be assessed as a result of an LOA. A student granted an

LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time.

The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve month period. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. All refunds due will be issued to the student or appropriate agencies and paid within 45 days of the date dismissed. Students return from an authorized LOA will retain all credits 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.

MAKE-UP POLICY

Students who are having medical or extended personal problems which make it difficult to attend class are considered excused absences. Due to excused absences, assignments, tests, and homework may be made up. Any deviation from the policy must be in writing from the office and signed by member of administrative staff.

Procedures for, assignments, tests and homework:

- Student needs to notify office before the start of class on that day and obtain an approval from office.
- Student needs to pick up a Assignments, and Tests" form from office. Form need to be turn into the office before the end of the day with all required signatures and completely filled out in order to be accepted.
- Student needs to inform their instructor that they are here for make-up assignments or tests.

All make-up tests, assignments and homework have to be made up within two (2) weeks following the date the student comes back to school from excused absences.

CUSTOMER SERVICES

Students are required to work on client assigned by instructor. Students are responsible to bring necessary equipment needed to complete the service. All chemical products will be provided by the school and to work on clientele only. Student has to consult with floor instructor before the services and finalized the service with instructor before the client leave the building. For safety purposes, student cannot leave a patron during a service.

POLICY RELATING CONDUCT

Students are expected to conduct themselves in a manner appropriate to a professional work environment. Violations of any following items may result in suspension or termination.

A. Abusing any illegal drugs or alcohol.
B. Cheating on school examination, time card or time-sheet.
C. Destroying or damaging school property.
D. Disrespect toward any school's staff members or instructors.

TUITION AND FEE SCHEDULE

PROGRAM	BARBERING	COSMETOLOGY	ESTHETICS	MANICURING
Tuition Fee	$11,500.00	$13,750.00	$8,400.00	$2,800.00
Registration Fee (non refundable)	100.00	100.00	100.00	100.00
STRF Fee** (non refundable)	0.00	0.00	0.00	0.00
Books (refundable)*	275.00	275.00	275.00	225.00
Supplies (refundable)*	750.00	1,100.00	550.00	300.00
Lab Coat (refundable)*	30.00	30.00	30.00	30.00
TOTAL CHARGES	**$12,655.00**	**$15,255.00**	**$9,355.00**	**$3,455.00**
WEEKS	**29**	**29**	**18**	**12**

NOTE: Length of time in program depends on number of hours student contracts for on a monthly basis as specified in the Enrollment Agreement.

***Books, supplies and lab coat are non refundable after the cancellation period.**
****STRF (Student Tuition Recovery Fund)** is calculated based on the formula from BPPE. The current rate is $0.00 per $1000 of institutional charges rounded to the nearest thousand dollars.
Please Note: Once used, supplies are not returnable or refundable due to sanitary considerations.

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATION PROGRAM

PROGRAM	BARBERING	COSMETOLOGY	ESTHETICS	MANICURING
Tuition and fees	$11,600.00	$13,850.00	$8,500.00	$2,900.00
Books and supplies	1,055.00	1,405.00	855.00	555.00
Room and Board	5,100.00	5,100.00	2,900.00	1,200.00
Transportation	750.00	750.00	450.00	300.00
Personal	650.00	650.00	350.00	300.00
TOTAL CHARGES	**$19,155.00**	**$21,755.00**	**$13,055.00**	**$5,255.00**

Total Charges for a period of attendance and estimated schedule of total charges for the entire education program.

EXTRA INSTRUCTION CHARGES
Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame, and extra instruction charge will be made for the balance of the hours required for the completion of program. An addendum to the enrollment contract will reflect the hours to complete and rate per hour for Barbering Program is $11.50 per hour, Cosmetology is $13.75 per hour, Esthetics Program is $14.00 per hour and Manicuring Program is $7.00 per hour which is also clearly stated on the enrollment agreement.
THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICES WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT CURRENT ATTENDING STUDENTS

SCHOLARSHIPS
Our college does not award any institutional scholarships incentives.

METHOD OF PAYMENT: TUITION POLICIES AND FEES
All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly and monthly) are available.
Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through and approved payment plan in enrollment agreement. Payments may be made by cash, check, money order, credit card (3% convenience fee), Title IV or through non-federal agency program. Students are responsible for paying the total tuition and fee.

No interest is charged by this institution when the program is paid in full prior to completion of the program.

No discounts will be given to those students who wish to pay their tuition in full.

Our Institution does not offer private loan funding. For any of those students who obtain a loan through private banking, those students are not obligated for indebtedness that exceeds the total charges for the current period of attendance.

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 moneys not paid from federal student financial aid program funds.

All students are expected to pay registration fee, supplies, textbook, lab coat, badge, and STRF fee as a down payment.

Student who are eligible for financial aid need to check account balance with financial aid office for payment plans.

Students who are not eligible for financial aid need to make payments according to Enrollment Agreement.

REFUND POLICY

Cancellation of Enrollment Agreement:

"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, or the seventh day after enrollment, whichever is later. All monies paid will be refunded less registration fee is non-refundable in the amount of one hundred dollars ($100) if the contract is cancelled within this timeframe.

Withdrawal from program:

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the Enrollment Agreement, which is until midnight of the seventh calendar day after the enrollment or the through attendance at the first class session, whichever is later; the school will refund all monies paid less registration fee, un return equipment, and educational service. The date of withdrawal and the date from which refunds will be calculated shall be deemed to be the last date of recorded attendance.

Termination by Institution:

A student may be considered terminated by institution under following reasons:

- Student fails to attend classes for a two-week consecutive weeks without notify school
- Student fails to return as schedule from an approved leave of absence
- Student fails to meet satisfactory academic progress
- Student fails to complete the program within 133% of the maximum time frame.
- Student fails to make payment according the tuition schedule in the enrollment agreement
- Student fails to comply with school rules and regulations.
- Student uses drugs or alcohols in school

Student is terminated by the institution; one hundred dollars ($100) of registration fee will be applied.

Cancellation/Withdrawal/Termination Procedure:

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

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid
2. Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the front page of the Enrollment Agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage paid. 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. Institutions shall refund all monies paid for institutional charges, less registration fee in the amount of one hundred dollars ($100), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.
3. Date when you notify the school of your intent to withdraw or the actual date of withdrawal.
4. Date when you fail to attend classes for a 14 days. In this case, the date of withdrawal shall be deemed to be the last date of attendance
5. Date when you failed to return as schedule from an approved leave of absence. The withdrawal date will be the last date of attendance or the date student notifies the institution that the student will not be returning.
6. Date when the school terminates your enrollment agreement. (Unofficial withdrawals will be determined by the institution by monitoring attendance at lease every 14 days.)
7. Official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For student who enroll and begin classes but withdraw prior to course completion (after the cancellation period allowed), the refund calculation will be applied as follow, all refunds are base on scheduled hours. The refund policy for student completes 60% or less of the period of attendance, shall be a prorata refund.

Hypothetical Refund Example in accordance to the state pro rata policy for student leaves the institution prior to completing 60% of the program. Assume that a student, upon enrollment in a 1000 hours of the program, pays $10,500 for tuition, $100.00 for registration, and $700.00 for books and supplies as specified in the enrollment agreement and withdraws at scheduled to complete 400 hours. The pro rata refund to the student would be $6,300.00 based on the calculation stated below.

Percentage scheduled to complete: Scheduled hours to complete (400 hours) divided by total hours in program (1000 hours) = 40%

Tuition prorated cost: Total tuition charged in contract ($10,500) multiplied by percent schedule to complete (40%) = $4,200

Total School Retains: Tuition prorated cost ($4,200) +registration fee ($100) + supplies ($700) = $5,000

Total Refund: Total amount student paid ($11,300) - Total school retains ($5,000) = $6,300

For student completed more than 60% of the period of attendance, the institution will retain 100% of tuition.

To determine the percentage completed, the number of hours the student was scheduled to complete in the period of attendance will be divided by the total hours in the period of attendance. In any event you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the list on the first page. **IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTEND, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF INSTITUTION'S DETERMINATION THAT THE STUDENT WITHDREW. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, AND THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.**

IF THE STUDENT HAS RECEIVED FEDERAL STUDENT FINANCIAL AID FUNDS, THE STUDENTS IS ENTITLED TO A REFUND OF MONEYS NOT PAID FROM FEDERAL STUDENT FINANCIAL AID PROGRAM FUNDS.

1 All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

2 If the program is canceled subsequent to a student's enrollment, and before instruction in the program has begun, the school will provide a full refund of all monies paid within 45 days of notice of program cancellation.

3 If the school cancels a program or if the school permanently closed and ceases to offer instruction after students have enrolled and instruction has begun, the school must make arrangements for students and provide a pro-rata refund within 45 days of notice to the students.

4 If a refund is made to a third party on behalf of a student who has cancelled their enrollment in an education program, the institution shall provide the student, within 45 calendar days after the date of cancellation, a written notice, in hard-copy or electronic format, itemizing the amount refunded to each third party, the name of the third party, and the date of each refund, as applicable.

The school maintains evidence that institution refunds are issued to the recipient in a timely manner, such as, cancelled check or documentation that funds were disposed of in accordance with applicable federal or state regulation.

EQUIPMENT POLICY

If a student cancels during the cancellation period, all monies will be refunded, (including all supplies and books) less a registration fee in the amount of $100. If a student withdraws after the cancellation period, supplies, equipment, including books or other materials are non-refundable.

REFUNDS - TRANSFERS

Refund due to the students will be made within 45 days from the official determination withdrawal date, when a student requests a transfer to another school. **My-Le's Beauty College** will prepare all of the academic and financial documents requested by the student.

RETURN OF TITLE IV FUNDS (R2T4) POLICY

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. My-Le's Beauty College will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

This policy applies to students' who withdraw official, unofficially, fail to return from a leave of absence or dismissed from enrollment at My-Le's Beauty College. It is separate and distinct from the institutional refund policy.

The calculated amount of the Return of Title IV (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school will notify the student if they owe a repayment via written notice. Institution will perform both an institutional refund calculation and Return to Title IV calculation. First calculation is to determine the amount of aid that the student would be eligible for from the Title IV programs. A second calculation is to determine the amount earned by the institution during the period of enrollment.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Treatment of Title IV Funds if student withdraws from the program of study:

The law specifies how school must determine the amount of Title IV, HEA program assistance that you earn if you withdraw from school. The Title IV, HEA programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies), the amount of Title IV, HEA program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The Calculation Formula:

Determine the amount of Title IV aid that was disbursed or aid that could have been disbursed.
Calculate the percentage of Title IV aid earned:

a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PAYMENT PERIOD}} = \%\ \text{EARNED}$$

b) If this percentage is greater than 60%, the student earns 100%.

c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is $50 or less.

My-Le's Beauty College will issue a grant overpayment notice to student within 45 days from the date the school's determination that student withdrew, giving student 45 days to either: Repay the overpayment in full to My-Le's Beauty College or Sign a repayment agreement with the U.S. Department of Education.

Withdrawal Before 60%

If the student withdraws at or less than the sixty percent (60%) of the payment period in program, the students would have earned the same percentage of aid received. The amount of assistance that you have earned is determined on a pro rata basis. For example, if the student withdraws at fifty percent (50%) of the payment period, the student would have earned only 50% of the aid received or eligible to receive. Unearned aid will be returned to the programs in accordance to the guidance described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid.

Withdrawal After 60%

If student completed more than 60% of a payment period, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

My-Le's Beauty College measures academic progress in Clock Hours, and performs its Return calculation on a payment period for the period.

Post-Withdrawal Disbursement

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school).

The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

Recoveries

Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the promissory note of the student loans. If fund from the grants programs still due from the student, those funds are payable at the rate of 50%. You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. 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 from institution to the Title IV Programs, the payment of the refund will be made within 45 days from the official withdrawal date in the following order: FPELL, FSEOG, other sources and to the student. This order will be applied providing the received funds from that program and in amounts not to exceed the amounts originally paid from each program.

Withdrawal Date

Students are officially withdrawn when any of following occur:

a) Date when you notify the school of your intent to withdrawal.
b) Date when the school terminates your Enrollment Agreement.
c) Date when you fail to attend classes for a two-week consecutive weeks. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
d) Date when you failed to return as schedule from an approved leave of absence. The withdrawal date will be the last date of attendance.

Title IV Credit Balance Policy

A Title IV credit balance occurs when the total amount of Title IV funding applied to a student's account exceeds the tuition and fees in a given payment period. Federal regulations require all Title IV credit balances to be resolved within 14 calendar days of the date the credit is created. My-Le's Beauty College reconciles all credit balances on an account within 14 calendar days of creation of the credit by holding the excess of funds until the end of the payment period if an authorization has been received or payment by check to student. My-Le's Beauty College requires student to sign a written authorization and consent form called the "Student Credit Balance Statement" before retaining Title IV funding on the student's account for future charges.

Treatment of Title IV credit balances when a student withdraws. This treatment applies only to the handling of Title IV credit balances when a student withdraws. When a student withdraws, a school is required to perform an R2T4 calculation to determine, among other things, whether adjustments to the credit balance will occur. For this reason, the existing 14-day payment requirement is placed on hold to determine the final amount of any Title IV credit balance. The new 14-day deadline begins on the date the school performs the return calculation, not the date the school performs any calculations required by its institutional refund policy. School then takes into account both the results of the R2T4 calculation and any applicable refund policy in order to determine the correct Title IV credit balance. Any Title IV credit balance must be allocated first to repay any grant overpayment owed by the student as a result of the current withdrawal. The institution must return such funds to the Title IV grant account within 14 days of the date that the institution performs the R2T4 calculation.

Refund vs. Return to Title IV, HEA Funds

The requirements for the Title IV program funds when you withdraw are separate from any refund policy that My-Le's has. Therefore, you may still owe funds to the school to cover unpaid institutional charges. My-Le's Beauty may also charge you for any Title IV, program funds that they were required to return on your behalf. If you don't already know our school's refund policy, you should ask our administrative staff for a copy.

Return to Title IV, HEA questions?

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at **www.studentaid.ed.gov.**

STUDENT SERVICES POLICY AND PROCEDURE

The system of delivering student services at My-Le's Beauty College supports and enhances the school's training programs by encouraging student's attendance and promoting student's success. The method we employ of requiring all staff members to be part of the student services delivery system. The purpose of our student services is to assist students in maintaining satisfactory progress and in making informed decisions concerning training and employment. We are also providing advises and assistance to students' needs outside the classroom. Should student need assistance, please contact the administrative personnel.

PROFFESSIONAL ASSISTANCE

Students who are experiencing personal problems both inside and outside the classroom are encouraged to discuss with the school staff members for advising and assistance. If your problems are out of our ability to help, we will refer you to outside agencies or programs for assistance. For instance, our school is not providing drug and alcohol abuse prevention, housing, transportation or childcare, but we can refer these services to students if needed. Student needing such service with a referral for outside professional assistance are counseled individually at their request. Student may request advising and assistance for referral at any time with the school administrative personnel.

ADVISING/COUNSELING

Because students are taught by the same instructor throughout their program, most student services are delivered by that instructor. Instructors are responsible for monitoring student's attendance as well as student satisfactory progress. Consequently, when student advising is required, it is the instructor who ascertains the need for such advising and renders it to the students. Students advising are documented by the instructor at the time it is conducted and placed in the student's academic file. Students who are having academic problems will be assisted by the instructors through extra tutoring or additional time spent with the instructor to go over any work missed.

CAREER ADVISING AND PERSONAL ATTENTION

Students are advised individually, as often as necessary to review the student's satisfactory progress. Successful salon owners and stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily advising carried out by the instructors and supervisor. Students may request additional advising at any time.

JOB PLACEMENT

This institution does not guarantee placement to any student. However, job placement assistance is provided to students at no additional charge. The school's job placement personnel is responsible for job placement assistance. The process of our school placement assistance service is as the following:

1. As students approach graduation, students are advised by the instructor and/or the school's placement personnel with regard to job search techniques.
2. Upon graduation, student's name is recorded in the student registrar and the process of follow-up begins.
3. The job placement personnel will contact the graduates either by phone or by mail approximately one month after the graduation date and ask when the students take the State Board Examination and record it as a pass or fail.
4. If students have passed the State Board Examination, they are encouraged to return to school for placement assistance by reviewing the listings of salons seeking employees or by direct assistance from the school's job placement personnel.
5. If students cannot return to school, the school will refer them to job opportunities available by phone. Name of salon, address, phone number and name of contact of person will be given to students and students are sent to interviews. The results of these interviews are recorded in the student registrar.

The school may show prospective students this registrar upon request. The school's job placement personnel assist students in placement as often as needed. If you should have any questions regarding job placement assistance, please feel free to ask the school at any time.

Please notice that students must take and pass the State Board Examination before they can be placed on the job placement, so that the placement process cannot begin until the students have passed the State Board Examination.

EMPLOYMENT PRE-REQUISITES

To obtain an employment in beauty industry, many employers are looking for candidate as follow:

f) Current license issued by California's Board of Barbering and Cosmetology.
g) Good physical health because he/she will be working directly in contact with the public and required a great deal of standing, bending and stretching for long period of time.
h) Knowledge of processes for providing customer and personal services
i) Cooperation, Self-control, integrity, reliable, responsible and dependable.
j) Social and dealing effectively with high stress situations

*More information about related occupation go to: Department of Labor O*Net Summary Reports for Cosmetologist, Skin Care Specialist and Manicurist and Pedicurist*

ATB STUDENTS: A student who is beyond the age of compulsory (at least 18 years of age) education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at an institution. Ability-To-Benefit students are required to pass one of the Ability-To-Benefit tests available approved by the U.S. Department of Education. The test is to be administered by an Independent Test Administrator and not by any school representatives. Students subject to these criteria are referred to as students admitted under the Ability-To-Benefit guidelines. ATB student services are rendered and documented in the same way as regular students. Additionally, ATB students receive reviews of work during Midterm and Final Exams to make sure that the student understands the subject thoroughly.

ATB students can no longer become eligible for federal financial aid. However, students who were enrolled in an eligible educational program of study before July 1, 2012 may continue to be considered Title IV eligible under the ATB test. ATB students finance their education in the same way as regular students (See Method of Payment page 18). ATB students may request advising and assistance at any time with the Director of Education.

HOUSING ASSISTANCE: Our school does not have dormitory facilities under its control and we do not provide housing, transportation and child care services or assistance in find housing. However, students can contact the following number for the services if needed.
For Housing Assistance Program call: (916) 324-7696
For Bus Routes & Schedules call: (916) 321-2877
For Child Care Assistance call: (916) 369-0191

Estimated rental costs in Sacramento areas:

Apartments	- 1 bedroom $1200.00	2 bedrooms $1800.00
Share Apartment Room	- 1 bedroom $700.00	
Single Family Homes	- 2 bedrooms $2200.00	3 bedrooms $2800.00

STUDENT COMPLAINT/GRIEVANCE PROCEDURE:
Grievance procedures is contained in the school catalog which is issued prior to student's enrollment and will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a grievance at any time. Evidence of final resolution of all grievances will be retained by the school in order to determine the frequency, nature, and patterns of grievances for the institution.
It is the policy of this school will handle complaints in the following manners:

1. Prior to filing a formal grievance, the student should notify any staff member of the situation. If the staff member is unable to resolve the grievance, the student shall notify the School Director. If the School Director is unable to resolve the grievance, the student should then file a formal grievance as stated below.
2. The student should register the grievance in writing on the designated form provided by the institution within 15 days of the date that the act which is the subject of the grievance occurred.
3. The grievance form will be given to the school Director.
4. The grievance will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the grievance. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the grievance.
5. If the grievance is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
6. Depending on the extent and nature of the grievance, interviews with appropriate staff and other students may be necessary to reach a final resolution of the grievance.
7. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the grievance. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the grievance or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing,

the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

8. Any complaint that you cannot work out with the institution, you may contact the: **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION at: 1747 N. MARKET BOULEVARD # 225, SACRAMENTO, CA 95834, toll-free telephone number (888) 370-7589, direct line (916) 574-8900 or by fax (916) 263-1897. Complaint form can be obtained on the bureau's internet web site www.bppe.ca.gov.**

DRUG AND ALCOHOL ABUSE PREVENTION INFORMATION: In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, My-Le's Beauty College 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.

Controlled Substance:

1. All students and employees are informed that the unlawful manufacture, distribution, dispensing possession or use of a controlled substance within the premises of the college is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment and/or school program.
2. Drug Free Awareness Program:
   For detailed information regarding:
   A. Dangers of Drug Abuse
   B. Assistance with Drug Counseling
   C. Rehabilitation Programs

   And any other information regarding drug abuse, contact:
   Northern California Center for Rehabilitation
   100 Frank Richardson Crt.
   Sacramento, CA 95823
   (916) 689-8700

This agency provides assistance to our employees, students and their families. It is the policy of their organization to maintain our work place free of drugs. As stated in the first paragraph, students and employees are subject to termination for violation of this company rule. In addition, persons distributing drugs to other employees or students will be referred to the authorities and charges of drug distribution in the work place will be pressed by the company.

3. Each employee and student is required to read and sign this statement.
4. Your schooling and employment at this organization is subject to:
   A. Abide to the terms of this statement, and
   B. Notify the employer of any criminal statue conviction for a violation occurring in the workplace no later than five days after such conviction.
   C. The report must be made within 10 days after the conviction to the U.S. Drug Agency and U.S. Dept of Education.
6. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

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

CURRICULUM FOR COSMETOLOGY PROGRAM
(7 Months or 29 Weeks)

The curriculum for students enrolled in a cosmetology program shall consist of one thousand (1000) hours of technical instruction and practical training covering all practices constituting the art of cosmetology Pursuant to B&P 7362.5 (c) .

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

Pursuant to B&P 7362.5(c) the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:	**MINIMUM HOURS**
Health and Safety: 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. **Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100
Disinfection and Sanitation: 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 establishments.	100
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	200
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	200
Skin Care: 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.	150
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from 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.	50
Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.	100
Additional Training for Salon Management: Including in the area of communication skills, professional ethics, salesmanship, decorum, client record keeping, resume writing and employment.	100

INSTRUCTIONAL TECHNIQUES AND METHODS

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 75% (C) or better. The student will learn the technical techniques and methods of performing haircuts and styling, hair coloring, chemical applications, make-up application and hair removal, facials both manual and electrical, scalp and hair treatments, Manicuring, pedicuring, nail wraps and repair application of acrylic nails, application of nail tips, and safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) performance reviews (progress evaluations, see satisfactory progress policy).

COSMETOLOGY PERFORMANCE OBJECTIVE

Graduates of the Cosmetology program will qualify for entry-level positions as Cosmetologists, Hair Stylist, Hair Colorists, Make-up Artists or Beauty Salon Operator. Graduates of this program are expected to:

1. Acquire knowledge of law and rules regulating California's cosmological establishment's practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to cosmetology.
5. Employment preparation: Be professional ethics, salesmanship, decorum, client record keeping, resume writing, interview preparation and job search skill

SKILLS TO BE DEVELOPED

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

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

1. Be able to appreciate good workmanship common to cosmetology.
2. Posses a positive attitude towards the public and fellow worker.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10^{th} grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed one thousand hours of technical instruction and practical training covering all practices constituting the art of cosmetology Pursuant to B&P 7362.5 (c) of the Barbering and Cosmetology Act and graduated from the Cosmetology program as described above and passed the Cosmetology State Board Exam with an overall average of 75%.

CURRICULUM FOR BARBERING PROGRAM (1000 HOURS)
(7 Months or 29 Weeks)

The curriculum for students enrolled in a barbering program shall consist of one thousand (1000) hours of technical instruction and practical training covering all practices constituting the art of barbering Pursuant to B&P 7362.5 (a).

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

Pursuant to B&P 7362.5(b) the curriculum for a barbering course shall, at a minimum, include MINIMUM technical and practical instruction in the following areas:	**MINIMUM HOURS**
Health and Safety: 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. **Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100
Disinfection and Sanitation: 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 establishments.	100
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	200
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	200
Shaving and Trimming of the Beard: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.	300
Additional Training for Salon Management: Including in the area of communication skills, professional ethics, salesmanship, decorum, client record keeping, resume writing and employment.	100

INSTRUCTIONAL TECHNIQUES AND METHODS

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 75% (C) or better. The student will learn the technical techniques and methods of performing haircuts and styling, hair coloring, chemical applications, and safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).
Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) performance reviews (progress evaluations, see satisfactory progress policy).

BARBERING PERFORMANCE OBJECTIVE

Graduates of the Barbering program will qualify for entry-level positions as barber, Hair Stylist, Hair Colorists or barber shop Operator. Graduates of this program are expected to:

1. Acquire knowledge of law and rules regulating California's cosmological establishment's practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair and skin.
3. Acquire knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to barbering.

SKILLS TO BE DEVELOPED

1. Learn the proper use of implements relative to all barbering services.
2. Acquire the knowledge of analyzing the scalp, face, prior to all services to determine any disorders
3. Learn the procedures and terminology used in performing all barbering services.
4. Learn to keep your hand and arm steady while cutting hair with the clippers.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

1. Be able to appreciate good workmanship common to barbering.
2. Posses a positive attitude towards the public and fellow worker.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th grade. A Barbering license will be granted by the State of California only after the student has successfully completed one thousand (1000) hours of technical instruction and practical training covering all practices constituting the art of barbering Pursuant to B&P 7362.5 (a) of the Barbering and Cosmetology Act and graduated from the Barbering program as described above and passed the Barbering State Board Exam with an overall average of 75%.

CURRICULUM FOR ESTHETICS PROGRAM
(4 ½ Months or 18 Weeks)

The curriculum for students enrolled in an esthetics course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an esthetics, pursuant to Section 7316 of the Barbering and Cosmetology Act.

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

Pursuant to B&P7364(b) the curriculum for a skin care course shall, at a minimum, include technical and practical instruction in the following areas:	**MINIMUM HOURS**
Health and Safety: 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. **Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100
Disinfection and Sanitation: 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 establishments.	100

Skin Care: 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.	350
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from 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.	50

INSTRUCTIONAL TECHNIQUIES AND METHODS

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the technical techniques and methods of performing facials both manual and electrical, proper make-up techniques, and hair removal techniques, safety and safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills.
Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).
Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) performance reviews (progress evaluations, see satisfactory progress policy).

ESTHETICS PERFORMANCE OBJECTIVE

Graduates of the Esthetics program will qualify for entry-level positions as Estheticians, make-up Artists, Skin Care Specialist. Graduates of this program are expected to:

1. Acquire knowledge of laws and rules regulating California's cosmological establishment's practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of skin.
3. Acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to Esthetics.
5. Employment preparation: Be professional ethics, salesmanship, decorum, client record keeping, resume writing, interview preparation and job search skill

SKILLS TO BE DEVELOPED

1. Learn the proper use of implements relative to all esthetics services.
2. Acquire the knowledge of analyzing the skin prior to all services to determine any disorders.
3. Learn the procedures and terminology used in performing all esthetics services.
4. Learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes.
5. Learn the proper procedure of plain and electrical facials.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

1. Be able to appreciate good workmanship common to Esthetics.
2. Posses a positive attitude towards the public and fellow worker.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10^{th} grade. An Esthetician license will be granted by the State of California only after the student has successfully completed and graduated from the Esthetics course as described above and passed the Cosmetology State Board Exam with an overall average of 75%.

CURRICULUM FOR MANICURING PROGRAM
(3 Months or 12 Weeks)

The curriculum for students enrolled in a manicuring program shall consist of not less than four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.

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

Pursuant to B&P7365(b) the curriculum for a manicuring course shall, at a minimum, include technical and practical instruction in the following areas:	**MINIMUM HOURS**
Health and Safety: 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. **Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100
Disinfection and Sanitation: 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 establishments.	100
Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.	150
Additional Training for Salon Management: Including in the area of communication skills, professional ethics, salesmanship, decorum, client record keeping, resume writing and employment.	50

INSTRUCTIONAL TECHNIQUES AND METHODS

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 75% (C) or better. The student will learn the technical techniques and methods of performing Manicuring, pedicuring, nail wraps and repair application of acrylic nails, application of nail tips, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) performance reviews (progress evaluations, see satisfactory progress policy).

MANICURING PERFORMANCE OBJECTIVE

Graduates of Manicuring Program will qualify for entry-level positions as Manicurists, pedicure Technician, and nail Salon Operators. Graduates of this program are expected to:

1. Acquire knowledge of laws and rules regulating California Cosmological establishments' practices
2. Understand sterilization procedures.
3. Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
4. Acquire business management techniques common to manicurist.
5. Employment preparation: Be professional ethics, salesmanship, decorum, client record keeping, resume writing, interview preparation and job search skill

SKILLS TO BE DEVELOPED

1. Use of proper implements relative to all manicuring, pedicuring, and artificial nails.
2. Develop the knowledge to recognize the various skin conditions and disorders.
3. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders.
4. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

1. Be able to appreciate good workmanship common to manicuring.
2. Posses a positive attitude towards the public and fellow worker.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th grade. A Manicuring license will be granted by the State of California only after the student has successfully completed four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act and graduated from the Manicuring program as described above and passed the Cosmetology State Board Exam with an overall average of 75%.

GRADUATION DOCUMENTATION

When a student has completed the minimum required program hours of practical and technical instruction in the practice program of study, with a grade point average of 75% (C) or better on the academic and attendance and has met all financial obligation he/she is awarded a certificate certifying his/her graduation. Also, a Proof of Training document is awarded to certify completion to the Board of Barbering and Cosmetology. Students are assisted in completing the necessary documents to file for the State Board Examination.

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 the college. A list of these programs includes:

a) Federal PELL Grant
b) SETA (Sacramento Employment Training Agency)
c) Caljobs
d) Vocational Rehabilitation
e) All Federal Loans: **Must be repaid** (Loans are not disbursed from this College, if you have a loan from another school, you still obligated for re-payment of your loan.)

FINANCIAL AID PROGRAM PARTICIPATION DISCLOSURE

My-Le's Beauty College participates in federal financial aid programs for those students who qualify. The institution is approved to participate in the Federal Pell Grant Program and other eligible Title IV federal student financial aid programs. My-Le's Beauty College does not participate in California state financial aid programs. Additional information regarding financial aid eligibility, application procedures, student rights and responsibilities, verification, Return of Title IV Funds, and consumer disclosures are available through the Financial Aid Office and within this school catalog.

THE U.S. DEPARTMENT OF EDCUATION STUDENT FINANCIAL AID PROGRAMS

The college is approved for, and does participate in the following programs intended to defray the costs of attending for those students eligible for financial aid considerations:

Federal PELL Grant Program (FPELL

GENERAL FINANCIAL AID INFORMATION

If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs may be found in "The Student Guide" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. (Eastern Time). Monday through Friday at 1- (800) 433-3243 or online at www.studentaid.gov.

COMPLIANCE STATEMENT

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

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. Loans usually have low interest rates and a student must re-pay in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

Student Eligibility Requirements

To be eligible for financial aid, a student must:

- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by the school's policy) in the program of study;
- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- Have a High school diploma, (or its equivalent) a GED;
  Ability-to-Benefit (ATB) students can no longer become eligible for federal financial aid. However, students who were enrolled in an eligible educational program of study before July 1, 2012 may continue to be considered Title IV eligible under the ATB test.
- Agree to use any federal student aid received solely for educational purposes.

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS) DISCLOSURE

The NSLDS is the U.S. Department of Education's central database for student aid. NSLDS receives data from school, guaranty agencies and other department of ED program. Title IV loans and grants from student or parent will be accessible by school and guaranty agencies determined to be authorized users of the data system.

APPLICATION FOR AID, PROCEDURE AND FORMS

Financial aid applications for this institution consist of the following:
Free Application for Federal Student Aid (FAFSA) this form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

Federal William D. Ford Direct Loan Program, Federal Direct Subsidized Loans and Federal Direct Stafford Unsubsidized Loans; (My-Le's Beauty College does NOT disburse these loan programs).

FEDERAL PELL GRANT PROGRAM

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

Deadline: FASFA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by August 29, of the award

year from which aid is requested from, or your last day of enrollment, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.
Renewal Process: A FPELL Grant award receive for one award year (July 1 to June 30 of the following year), and **it is not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office.
Disbursement: They are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account.

Federal Supplemental Educational Opportunity Grant (FSEOG) : Funds received under this program are not subject to repayment from the student.

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

Disbursement: Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priorities for FSEOG funds will be given to students with the lowest expected family contribute who eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in first-come first-served basis for those individual meeting this criteria.

For additional information on Federal Financial Aid programs, request "The Student Guide" published by USDE

RETURN OF TITLE IV FUNDS POLICY
Please see Return of Title IV Funds (R2T4) Policy page 20-23

DETERMINING NEED
The information you report on the FAFSA form when you apply for aid is used in a formula, established by U.S. Congress that calculated your Expected Family Contribution.
My-Le's utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

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

ACADEMIC YEAR:
A period of 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 programs with an academic year schedule to be completed in less than 30 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 program of study in relation to the academic year.

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

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

DEPENDENT STUDENT:
An individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

STUDENT AID INDEX (SAI):
SAI is a formula-based index number which represents an estimated level of financial need for the student

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:

You must be one of the following to receive federal student aid:

- U.S. Citizen
- U.S. National
- U.S. Permanent resident who has an I-151 or I-551 (Alien Registration receipt card
- Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations:
    1. Refugee
    2. Asylum Granted
    3. Indefinite Parole and/or Humanitarian Parole
    4. Cuban-Haitian entrant
    5. Conditional Entrant (valid only if issued before April 1980)
    6. An approval form I-797
    7. I-688 with valid expiration date

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

INDEPENDENT STUDENT: An individual who meets one of the following criteria:

1. At least 24 years of age
2. A married individual
3. A graduate or professional student
4. Serving on Active Duty in the armed forces.
5. A veteran of the US armed forces
6. Provide more than half of the support to child/dependent
7. An orphan, in foster care, dependent or ward of the court
8. In legal guardianship as determined by court
9. Emancipated minor determined by court
10. Determined to be an unaccompanied youth who was homeless by director of an emergency shelter or U.S Dept. of HUD.

PROFESSIONAL JUDGMENT

Professional judgment may be used for certain exceptions base on extenuating circumstances with appropriate documentation, Such as income, dependency status. Reason for the adjustment must be documented by a third party. Documentation must be provided to the financial aid officer within 30 days from the day of enrollment.

DEPENDENCY OVERRIDES: Dependency overrides on a case-by-case basis for students with unusual circumstances. However, none of the conditions listed below, singly or in combination, qualify as unusual circumstances meriting a dependency override:

- Parents refuse to contribute to the student's education.
- Parents are unwilling to provide information on the FAFSA or for verification.
- Parents do not claim the student as a dependent for income tax purposes.
- Student demonstrates total self-sufficiency

Unusual circumstances do include (and may cause and of the above conditions) abandonment by parents, an abusive family environment that threatens the student's health or safety, or the student being unable to locate his parents. In such cases a dependency override might be warranted.

Documents required - The documentation must support, and include the reason for, the decision should be from third party with knowledge of the unusual circumstances of the student. A third party that knows the student's situation - such as a teacher, counselor, medical authority, member of the clergy, prison administrator or government agency

Deadline: Applicants must provide the financial aid officer the required documentation within 30 days from the day of enrollment.

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

PAYMENT PERIOD: 450 hours and 15 weeks for programs of 900 hours or more. It is the mid-point of the program for programs of less than 900 hours and 30 weeks.

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

WITHDRAWALS: Students are officially withdrawn when any of following occur: a) Date when you notify the school of your intent to withdrawal. b) Date when the school terminates your Enrollment Agreement. c) Date when you fail to attend classes for a two-week consecutive weeks without notify school. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. d) Date when you failed to return as schedule from an approved leave of absence. The withdrawal date will be the last date of attendance.

RECOVERIES

Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grants programs still due from the student, those funds are payable at the rate of 50%. You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within the 45 days and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

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 determine withdrawal date in the following order: FPELL, FSEOG, other sources. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

TRANSFER STUDENT

A student, who attended a Post-secondary institution before the enrollment at this school**,** is required to inform the financial aid office of the schools attended and the periods of attendance. If financial aid was paid advanced from the prior institution, the aid available at this institution will be adjusted.

VERIFICATION PROCESS

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

These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process.
To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

WHO MUST BE VERIFIED

The policy of this school shall be to verify those students selected by the need analysis (SAR or ISIR) system for verification.

VERIFICATION EXCLUSIONS

Applicants excluded from verification include:

- ***Incarceration.*** If the applicant is in jail or prison at the time of verification.
- ***Recent Immigrant***. Immigrant who arrived in the United States during calendar year or Award Year
- ***Spouse/parent unavailable***: - Spouse or parent information is not required to be verified if

the spouse or the parent is deceased, or 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.

- ***Death of Applicant***. dies during the award year or before the deadline for completing the verification.
- ***Applicant Verified by another school*** - 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
  - The transaction number of the verified application.
- ***Not an aid recipient***: Applicant is ineligible for aid and those who withdraw without receiving aid
- ***Pacific Island Resident***. Legal resident of Guam, American Samoa, or the Commonwealth of the Northern Mariana Island or Citizen of Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic or Palau.
  To qualify for this exclusion, a dependent student's parents must also be citizens of one of these former territories. As documentation, you should note the permanent mailing address in the student's file.

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 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.
- Untaxed income and benefits for the base year if certain conditions would apply include:
  - Social Security benefits – SNAP benefits (food stamps)
  - Child support.
  - Untaxed pensions - IRA deductions – Tax exempt interest
  - Foreign income exclusion
  - Interest on tax free bonds

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

DOCUMENTATION REQUIRED

The documentation student will need for verification varies according to the Verification Items depending upon student status. The Department of Education encourages student and parent to use the IRS Date Retrieval Tool (DRT) to import date from their tax return.

If students cannot or will not use IRS DRT, they must document AGI; taxes paid and untaxed income by providing an IRS tax return transcript for the student and spouse or parents, as applicable.

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/provide other appropriate forms.

TIME PERIOD FOR PROVIDING DOCUMENTATION:

Applicants must provide the financial aid officer the required documentation within 30 days from the day of enrollment. If the students make correction to the Pell SAR, they must complete and process them within two weeks from the enrollment date, or the date the school received the ISIR, whichever comes first. If the tax return transcripts need to be requested from IRS, the school allow no more than 60 days for its receipt.

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 student on postsecondary institutions.
- Change in dependency status. Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction 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 FC 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:

The student must make correction on the SAR if there is any change in dollar errors. The new EFC is computed when required as a result of comments on the SAR, and or as a result of data item changes. This occurs regardless of the absolute error amount.

NOTIFICATION OF RESULTS OF VERIFICATION:

The school shall notify the applicant of additional information or documentation needed for Verification and any change in the EFC. The school shall notify the applicant when they complete verification by:

- Obtaining the student's signature and date on the Financial Aid Acceptance.
- Obtaining the student's initial on the Financial Award Notice.

REFERRAL PROCEDURE:

A school must refer to the department's Office of Inspector General (OIG) any credible information indicating that an applicant for Federal Students Aid may have engaged in fraud or other criminal misconduct in connection with his or her application.

Common misconduct includes false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income. If school suspect such intent of the student, should report it to the Office of Inspector General, U.S Department of Education 400 Maryland Avenue, SW, Washington, DC 20202-1500 or by phoning 1-800-mis-used.
School must also refer to the OIG any third- party servicer who may have engaged in fraud, breach of fiduciary responsibility, or other illegal conduct involving the FSA Programs.

CONSTITUTION DAY

The Consolidated Appropriations Act, 2005, (Pub. L. 108-447) requires educational institutions that receive Federal funds to hold an educational program on the United States Constitution on September 17 of each year. In observance of the constitutional day September 17th of each year, our staff and students will have a celebration/education to remembering our nation history.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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." Under FERPA, the term “parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833 or use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

STUDENT RIGHTS AND RESPONSIBILITIES

The student has the right to ask the school:

- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- 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 application 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.
- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- 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 and what happens if you are 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 officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- 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.

STUDENT TUITION RECOVERY FUND STATEMENT

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

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

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of 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."

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive a notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

OFFICE OF STUDENT ASSISTANCE AND 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) 370- 7589, option #5, or by visiting osar.bppe.ca.gov.

CONSUMER INFORMATION/DISCLOSURES

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Boulevard, Suite 4225, Sacramento, CA 95834; P.O. Box 980818, West Sacramento, CA 95798-0818; www.bppe.ca.gov.; telephone number (888) 370-7589; (916) 574-8900 or by fax (916) 574-8900.

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

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

MISREPRESENATION

Any deviation from My-Le's Beauty College policy referenced in this handbook must be in writing and approved by administration.

VOTER REGISTRATION

We encourage students to register to vote. Voter registration forms will be distributed to students upon enrollment. Also, the website: http://www.sos.ca.gov/election contains everything you need to know about the requirements to be allowed to vote, how to register and the deadline to submission.

FEDERAL DISCLOSURE REQUIREMENT

To help you make a right decision about whether to sign up for our Barbering, Cosmetology, Esthetic or Manicuring Program at our school. My-Le's Beauty College wants you to know our latest information below:
or visit link: College Navigator website
To see further disclosures, please visit our website: **www.mylebeautycollegeinc.com**

Student Body Diversity

Data for year ending 2024

Data for < 2 year program	Men	Women	Unknown	Total	Rate
Number of Students Who began Program	37	202	1	239	
Number of Students available for graduation	37	202	1	239	
Transfer-out students	0	0	0	0	0%

Pell Recipients

Student Diversity	Hispanic/ Latino	American Indian or Alaska Native	Asian	African American	Native Hawaiian or Other Pacific Islander	White	Two or More Races	Unknown
Men	0	0	4	0	0	0	0	0
Women	14	0	28	1	0	7	0	0
Unknown	0	0	0	0	0	1	0	0

COMPLETION, PLACEMENT, AND LICENSURE RATES

NACCAS 2024 ANNUAL REPORT DATA

	Barbering	Cosmetology	Esthetics	Manicuring
Completion Rate	N/A	93.2%	88.9%	94.6%
Placement Rate	N/A	77.8%	68.8%	81.1%
Licensure Rate	N/A	91.9%	94.1%	94.2%

CAMPUS SECURITY DISCLOSURE STATEMENT

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period 1/1/2022 to 12/31/2024.

Report Distribution Date: OCTOBER 1, 2025

CRIMINAL OFFENSES – ON CAMPUS **Total occurrences on Campus**

Criminal Offense	2022	2023	2024
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	2	1	1
h. Aggravated assaults	0	1	0
i. Burglary	0	0	0
j. Motor Vehicle Thefts (Do not include theft from motor vehicle)	1	1	2
k. Arson	0	0	0

CRIMINAL OFFENSES – PUBLIC PROPERTY **Total occurrences on Public Property**

Criminal Offense	2022	2023	2024
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	3	2	2
h. Aggravated assaults	0	0	0
i. Burglary	0	0	0
j. Motor Vehicle Thefts (Do not include theft from motor vehicle)	0	0	0
k. Arson	0	0	1

HATE CRIMES – ON CAMPUS **Occurrences of Hate Crimes**
Category of Bias for crimes reported in 2024

Criminal Offense	2024 Total	Race	Religion	Sexual Orienta-tion	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0

e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assaults	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor Vehicle Thefts (Do not include theft from motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Occurrences of Hate Crimes
Category of Bias for crimes reported in 2023

Criminal Offense	2023 Total	Race	Religion	Sexual Orienta-tion	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assaults	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor Vehicle Thefts (Do not include theft from motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Occurrences of Hate Crimes
Category of Bias for crimes reported in 2022

Criminal Offense	2022 Total	Race	Religion	Sexual Orienta-tion	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assaults	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor Vehicle Thefts (Do not include theft from motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0

l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

HATE CRIMES – PUBLIC PROPERTY

Occurrences of Hate Crimes
Category of Bias for crimes reported in 2024

Criminal Offense	2024 Total	Race	Religion	Sexual Orienta-tion	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assaults	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor Vehicle Thefts (Do not include theft from motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Occurrences of Hate Crimes
Category of Bias for crimes reported in 2023

Criminal Offense	2023 Total	Race	Religion	Sexual Orienta-tion	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assaults	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor Vehicle Thefts (Do not include theft from motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Occurrences of Hate Crimes
Category of Bias for crimes reported in 2022

Criminal Offense	2022 Total	Race	Religion	Sexual Orienta-tion	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assaults	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor Vehicle Thefts (Do not include theft from motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes: Crimes of murder, Sex offenses, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crime Statistical Act.

VAWA OFFENSES – ON CAMPUS **Number of Arrests**

Crime	2022	2023	2024
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

VAWA OFFENCES – PUBLIC PROPERTY **Number of Arrests**

Crime	2022	2023	2024
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

ARRESTS – ON CAMPUS **Number of Arrests**

Crime	2022	2023	2024
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

ARRESTS – PUBLIC PROPERTY **Number of Arrests**

Crime	2022	2023	2024
a. Weapons: carrying, possessing, etc.	0	0	1
b. Drug abuse violations	0	0	0

c. Liquor law violations	0	0	0

DISCIPLINARY ACTIONS – ON CAMPUS **Number of persons referred for Disciplinary Action**

Crime	2020	2023	2024
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

DISCIPLINARY ACTIONS – PUBLIC PROPERTY **Number of persons referred for Disciplinary Action**

Crime	2022	2023	2024
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

UNFOUNDED CRIMES **Number**

Crime	2022	2023	2024
a. Total unfounded crimes	0	0	0

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available security officer, institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911). Nearest security office is located at 4542 Florin Road, Sacramento, CA 95823, phone number (916) 591-4949.
2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes no to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

   Preparation for the Annual Disclosure of Crime Statistics report is obtain by the institution's secretary who contacts the correct police department District for statistics, and the institution's "Daily Incident Log", and then records those statistics.

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. Rear access doors leading to the campus are closed during all hours of the day, but it is accessible at all time. When the school closes for the night, the school's official will inspect each room to see that it is empty and then set the alarms and then lock down the campus. Other individuals, students or employees present on institutional property at anytime without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest.

4. Current policies concerning campus law enforcement are as follows:

a) Institution's official have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
    a) Do not leave personal property unattended in classrooms or on clinic floor.
    b) Report to your institutional official, any suspicious persons.
    c) Always try to walk in groups outside the school premises.
    d) When you are waiting for a ride, wait within sight of other people.
    e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
    f) The "Crime Awareness And Campus Security Act" is available upon request to students, employees and prospective students.
    g) The School has no formal program, other than orientation, that disseminates this information. All information is available on request.
    h) Information regarding any crimes committed on the campus or parking lot will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee evade detection: or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.

7. All incidents shall be recorded in the My-Le Beauty College daily Incident Log located on campus at the Administration Office. The log includes the date, time, location, incident reported, disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.

8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.

9. This institution also does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.

10. Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and*

staff members information on an agency that provides counseling and help on drug and alcohol abuse education).

11. Sexual offenses/assaults on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.

12. The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.

13. In the event a sex offense should occur on campus, the victim should take the following steps:
    a) Report the offense to the school administration.
    b) Preserve any evidence as may be necessary to the proof of the criminal offense.
    c) Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
    d) Request a change in the academic situation if necessary.

14. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.

15. These records are available upon request through the administrative offices.

16. Information for crime victims about disciplinary proceedings. The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009

17. As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders. Link: http://www.city-data.com/soz/soz-78613.html

My-Le's Beauty College does not provide on-campus housing. Therefore the following disclosures do not apply to our institution:

f) Fire safety
g) Missing students
h) Hate Crimes

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

Name of institution's officer:	DEBBIE TRAN
Title:	Financial Aid Officer
School Name:	My-Le's Beauty College
Address:	4516 Florin Road, Sacramento, CA 95823
Phone:	(916) 422-0223

STUDENTS DISCLOSURES
Gainful Employment Program Report

COSMETOLOGIST

OPEID: 034583
CIP Code & Program Description: 12.0401 – Cosmetology/Cosmetologist
Program Length in Months: 7

Related Occupations & SOC (Standard Occupational Classification) Code:
- 39-5012 Hairdressers, Hairstylist, and Cosmetologist
- 39-5092 Manicurist and Pedicurists
- 39-5094 Skincare Specialists
- 39-5091 Makeup Artists
- 25-1194 Vocational Education Teachers, Postsecondary
- 41-4012 Sales Representative

For more information on cosmetology, please visit:
http://www.onetonline.org/link/summary/39-5012.00

COST:
Tuition and Fees: $13,600
Estimated Cost of Supplies: $1,030
Debt at Program Completion No
Number of students scheduled to complete between January 2024– December 31, 2024: 44
Completion Rate: 93%
Job Placement Rate: 78%
Median Federal student loan debt: $0.00
Median Private student loan debt: $0.00
Median Institutional finance plan debt: $0.00

ESTHETICIAN

OPEID: 034583
CIP Code & Program Description: 12.0409 – Esthetician/Skin Care Specialist
Program Length in Months: 5

Related Occupations & SOC (Standard Occupational Classification) Code:
- 39-5094 Skincare Specialists
- 25-1194 Vocational Education Teachers, Postsecondary
- 41-4012 Sales Representative

For more information on cosmetology, please visit:
http://www.onetonline.org/link/summary/39-5094.00

COST
Tuition and Fee: $8,500
Estimated Cost of Supplies $830

Number of students scheduled to complete between January 1, 2024 – December 31, 2024: 27
Completion Rate: 89%
Job Placement Rate: 69%
Median Federal student loan debt: $0.00
Median Private student loan debt: $0.00
Median Institutional finance plan debt: $0.00

MANICURIST

OPEID:	034583
CIP Code & Program Description:	12.0410 – Nail Technician/Specialist and Manicurist
Program Length in Months:	3

Related Occupations & SOC (Standard Occupational Classification) Code:

39-5092 Manicurist and Pedicurist
25-1194 Vocational Education Teachers, Postsecondary
41-4012 Sales Representative

For more information on cosmetology, please visit:

http://www.onetonline.org/link/summary/39-5092.00

COST

Tuition and Fee:	$2,700
Estimated Cost of Supplies	$530

Number of students scheduled to complete between January 1, 2024 – December 31, 2024: 168

Completion Rate:	95%
Job Placement Rate:	81%
Median Federal student loan debt:	$0.00
Median Private student loan debt:	$0.00
Median Institutional finance plan debt:	$0.00

ADMISSION/FINANCIAL/PLACEMENT
INFORMATION AND HOURS

ADMISSION:
For information regarding admissions, please contact: **Ms. Julie Co, Mr. Perry Truong or Laura Wu,** at: **(916) 422-0223 from 9:00 A.M. to 5:30 P.M., Monday - Friday.**

FINANCIAL:
For information regarding financial, please contact: **Ms. Debbie Tran**, Financial Aid Director at:
(916) 422-0223 from 9:00 A.M. to 5:30 P.M ., Monday - Friday.

PLACEMENT ASSISTANCE:
For information regarding placement service, please contact: **Mr. Tony Nguyen**, at **(916) 422-0223 from 10:00 A.M. To 5:00 P.M., Monday - Friday.**

For information regarding the availability of comparable program related to tuition, fees and program length, please contact **The National Accrediting Commission of Career Arts & Sciences 3015 Colvin Street, Alexandria, CA 22314. Phone (703) 600-7600 - www.naccas.org**

ORGANIZATIONAL CHART

CEO
Ms. PHUNG K.CO

Director/Job Placement
Mr. TONY NGUYEN

Financial Aid Director
Mrs. DEBBIE TRAN

Admissions
Mrs. JULIE CO

Adminision
Mrs. ZHIXIA (LAURA) WU

Admissions
Mr. PHUOC (PERRY) TRUONG

Director of Education/Supervisor
Mrs. CHRISTELLE LE

Instructor
Mrs. PHUONG TRAN

Instructor
Mr. JIM HUYNH

Instructor
Mrs. TU THANH NGUYEN

Instructor
Mr. CORY HOPSON

Instructor
Ms. ANNE HEMMERLING

Instructor
Mr. MARICHAL BROWN

Instructor
Ms. OLIVIA MORENO

Instructor/Receptionist
Ms. SCHUYLAR LACY

EDUCATIONAL FACULTY QUALIFICATION LIST

Mrs. CHRISTELLE LE	**INSTRUCTOR**
Licensed Cosmetologist	**21 Years**
Certificate of Authorization	**20 Years**
Mrs. PHUONG TRAN	**INSTRUCTOR**
Licensed Cosmetologist	**5 Years**
Ms. OLIVIA MORENO	**INSTRUCTOR**
Licensed Cosmetologist	**46 Years**
Mrs. JIM HUYNH	**INSTRUCTOR**
Licensed Manicurist	**20 Years**
Mrs. TU THANH NGUYEN	**INSTRUCTOR**
Licensed Cosmetologist	**30 Years**
Ms. ANNE HEMMERLING	**INSTRUCTOR**
Licensed Cosmetologist	**22 Years**
Mr. CORY HOPSON	**INSTRUCTOR**
Licensed Barber	**20 Years**
MARICHAL BROWN	**INSTRUCTOR**
Licensed Barber	**9 Years**
Licensed Cosmetologist	**34 Years**
Ms. SCHUYLAR LACY	**INSTRUCTOR**
Licensed Cosmetologist	**15 Years**

NOTES