College Catalog

HINTON
BARBER AND BEAUTY COLLEGE
LEARNING IN STYLE

MISSION STATEMENT

The school provides career preparation in Barbering and Cosmetology arts and sciences, trains/prepares students for the State Licensing examination, and facilitates licensed graduates in successfully obtaining employment in the Barber and Cosmetology field.

GOALS AND OBJECTIVES

1. To familiarize/instruct students in the proper and current methods in the study of Barbering & Cosmetology arts and sciences.
2. To qualify and prepare students for the State Licensing examination.
3. To graduate qualified, competent and competitive students to be successful in the field of Barbering & Cosmetology arts and sciences.
4. To assist the student in suitable job placement.
5. To provide assistance and advice.

1035 Tennessee St
Vallejo, CA 94590
Phone: (707) 647 2800
HintonBarberBeauty.com

January 1, 2025 - December 31, 2026

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Cosmetology - SOC CODE 39-5010
(1000 CLOCK HOURS)

Minimum Requirements

CA Licensed Cosmetologist	High School Diploma/GED	17 years of age

The curriculum includes a total of 1000 hours of theory and practical applications. The course content covers both basic and advanced phases of cosmetology hairstyling, manicure, and esthetics. The subjects covered in a sequential order include the following: Haircutting, Sanitation and Hygiene, Manicuring, Shampooing, Esthetics, Salon Management, Laws and Regulations, Hair Coloring, Hair Relaxing, Braiding, Hair Waving and Hair Styling. This course prepares the student for entry-level employment as a Cosmetologist/Stylist. Full time training schedule includes 35 clock hours per week. Approximately twenty eight and a half (28.5) weeks to complete. Part-time schedule includes 25 clock hours per week, approximately forty (40) weeks to complete.
Students will be assigned grades as listed for Written and Practical Examines. Students must maintain a C grade average (minimum of 75% in theory and practical/clinic work) in order to be considered making satisfactory progress.

Practical and Theory Application (required)	1000 hours (Practical/Theory combined)
The basics of Cosmetology/Styling, Advanced Cosmetology/Styling, Cutting and Styling, Design Techniques, Cosmetology Science, Chemicals and Treatments, Anatomy, Industry Related Business Principles, Cosmetology Boards, Operating in the Field and Practical Application.	
Total Hours (required)	1000 hours

Tuition and Fees	
Enrollment Schedule	Open enrollment. Contact the office for rsvp.
Length of course	1000 hours
Schedule: Theory Class Day: 8:30 am-10 am (Mon-Fri)	***Day Schedule:** FT: 35 hrs. approx: 34 weeks Monday-Friday 8:30am to 4:15pm PT: 25 hrs. approx: 45 weeks Mon-Friday 8:30am to 1:30pm
Application Fee	$100
Tuition	$13,500
Tools and Supplies	$2989.70
CA State Board Application Fee	$125
Sales tax (tools)	$276.54
Total (registration, tuition, tools and tax)	**$16,991.24**

***TERMS OF PAYMENT MAY VARY BETWEEN STUDENTS, SEE ENROLLMENT CONTRACT FOR DETAILS**

BARBERING - SOC CODE 39-5011
(1000 CLOCK HOURS)

Minimum Requirements

CA Licensed Barber	High School Diploma/GED	17 years of age

The curriculum includes a total of 1000 hours of Theory and practical applications. The course content covers both basic and advanced phases of barbering hairstyling. The subjects covered in a sequential order include the following: Haircutting, Shaving, Sanitation and Hygiene, Massaging, Shampooing, Facials, Shop Management, Laws and Regulations, Hair Coloring, Hair Relaxing, Hairpieces, Hair Waving and Hair Styling. This course prepares the student for entry-level employment as a Barber/Stylist. Full time schedule includes 35 clock hours per week, approximately twenty eight and a half (28½) weeks to complete. Part-time schedule includes 25 clock hours per week, approximately forty (40) weeks to complete. Students will be assigned grades as listed for Written and Practical Examines. Students must maintain a C grade average (minimum of 75% in theory and practical/clinic work) in order to be considered making satisfactory progress.

Practical and Theory Application (required)	1000 hours (Practical/Theory combined)
The basics of Barbering/Styling, Advanced Barber/Styling, Cutting and Styling, Design Techniques, Barber Science, The Chemicals and Treatments, Anatomy, Industry Related Business Principles, Barber Boards, Operating in the Field and Practical Application.	
Total Hours (required)	1000 hours

Tuition and Fees	
Enrollment Schedule	Open enrollment. Contact the office for rsvp.
Length of course	1000 hours
Schedule: Theory Class Day A: 8:30 am-10 am (Mon-Fri) Day B: 5:00 pm-6:30 pm (Mon-Fri) Evening: 8:30pm – 10 pm (Mon-Fri)	***Day Schedule:** FT: 35 hrs. approx: 34 weeks Monday-Friday 8:30am to 4:15pm **PT-A**: 25 hrs. approx: 45 weeks Mon-Friday 8:30am to 1:30pm **PT-B**: 25 hrs. approx: 45 weeks Mon-Friday 1:30pm to 6:30pm ***Evening Schedule:** FT: 35 hrs. approx: 34 weeks Monday-Friday 2:15pm to 10:00pm PT: 25 hrs. approx: 45 weeks Monday – Friday 5:00pm to 10:00pm
Application Fee	$100
Tuition	$13,500
Tools and Supplies	$2110.37
CA State Board Application Fee	$125
Sales tax (tools)	$195.21
Total (registration, tuition, tools and tax)	**$16,030.58**

***TERMS OF PAYMENT MAY VARY BETWEEN STUDENTS, SEE ENROLLMENT CONTRACT FOR DETAILS**

COSMETOLOGY CROSSOVER TO BARBERING -SOC CODE 39-5011 (400 CLOCK HOURS)

Minimum Requirements:		
CA Licensed Cosmetology	High School Diploma/GED	17 years of age

This 400-hour course is designed for the applicant who has completed the California 400 clock hour Cosmetology Course and/or holds a California Cosmetology license. This course includes 40 hours of theory instruction and 320 hours of practical training. The educator, depending on the students' needs, will assign an additional 40 hours of theory instruction. The subjects covered include: Haircutting, Shaving, Sanitation and Hygiene, Massaging, Shampooing, Facials, Shop Management, Laws and Regulations, Hair Coloring, Hair Relaxing, Hairpieces, Hair Waving and Hair Styling. This course must be completed in four (4) months. This course prepares a licensed Cosmetologist to provide the services of a Barber in the State of California. Although the CA State Board requires less hours to crossover from Cosmetology to Barber, our curriculum is set to give you a broader understanding of the barber industry and its requirements as well as more time to perfect it.
Students will be assigned grades as listed for Written and Practical Examines. Students must maintain a C grade average (minimum of 75% in theory and practical/clinic work) in order to be considered making satisfactory progress.

Practical and Theory Application (required)	320 hours (Practical/Theory combined)
The basics of Barbering/Styling, Advanced Barber/Styling, Cutting and Styling, Design Techniques, Barber Science, The Chemicals and Treatments, Anatomy, Industry Related Business Principles, Barber Boards, Operating in the Field and Practical Application.	
Total Hours (required)	400 hours

Tuition and Fees	
Enrollment Schedule	Open enrollment. Contact the office for rsvp.
Length of course	400 hours
Schedule: Theory Class Day A: 8:30 am-10 am (Mon-Fri) Day B: 5:00 pm-6:30 pm (Mon-Fri) Evening: 8:30pm – 10 pm (Mon-Fri)	***Day Schedule:** FT: 35 hrs. approx: 34 weeks Monday-Friday 8:30am to 4:15pm **PT-A**: 25 hrs. approx: 45 weeks Mon-Friday 8:30am to 1:30pm **PT-B**: 25 hrs. approx: 45 weeks Mon-Friday 1:30pm to 6:30pm ***Evening Schedule:** FT: 35 hrs. approx: 34 weeks Monday-Friday 2:15pm to 10:00pm PT: 25 hrs. approx: 45 weeks Monday – Friday 5:00pm to 10:00pm
Registration Fee	$100
Tuition	$5400
Tools and Supplies	$2110.37
CA State Board Application Fee	$125
Sales tax (tools)	$195.21
Total (registration and tuition)	**$7,930.58**

***TERMS OF PAYMENT MAY VARY BETWEEN STUDENTS, SEE ENROLLMENT CONTRACT FOR DETAILS**

MASTER EDUCATOR -SOC CODE 25-1194
(600 CLOCK HOURS)

Minimum Requirements:		
CA Licensed Barber	High School Diploma/GED	18 years of age

DESCRIPTION: The primary purpose of the educator course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary for competency in entry-level employment as an educator or a related position.

Orientation	**50 hours**
Methods of Teaching and Clinic Management	**200 hours**
Principles of Teaching, Learning, and Lesson Plan Development: Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Preparation, Teaching Methods; Presentation Techniques: Application, Testing, Lecture and Workbooks, Demonstrations, Return Demonstrations, Discussion, Question and Answer, Projects, Field Trips, Developing and Using Educational Aids, Films or Videos, Charts, Manikins, Reference Materials, Chalkboard, Overhead Projectors and Transparencies; Program Development and Review; Program Review	
Student Salon/Clinic Management	**150**
Instruction and Theory	**200 hours**
TOTAL (required)	**600 hours**

Tuition and Fees	
Enrollment Schedule	Open enrollment. Contact the office for rsvp.
Length of course	600 hours
Schedule of course Day: Theory Class 1 pm – 3 pm Mondays	***Day Schedule:** FT: 35 hrs. approx: 19 weeks Monday-Friday 8:30am to 4:15pm PT: 25 hrs. approx: 26 weeks Mon-Friday 8:30am to 1:30pm ***Evening Schedule:** FT: 35 hrs. approx: 19 weeks Monday-Friday 2:15pm to 10:00pm PT: 25 hrs. approx: 26 weeks Monday – Friday 5:00pm to 10:00pm
Registration Fee	$100
Tuition	$8100
Books and Supplies	$399.95
Sales Tax (for Books and Supplies)	$36.99
Total (registration and tuition)	**$8,636.94**

***TERMS OF PAYMENT MAY VARY BETWEEN STUDENTS, SEE ENROLLMENT CONTRACT FOR DETAILS**

STUDENT TUITION RECOVERY FUND DISCLOSURES (STRF FEES)

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following: 1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau. 2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued. 3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure. 4. The institution has been ordered to pay a refund by the Bureau but has failed to do so. 5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs. 6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution. 7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection 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.

FINANCING

Financing is available to qualifying students through Federal and State funded programs such as Federal grants and loans, Veterans Benefits for eligible students in approved programs, and Vocational Rehabilitation for qualifying individuals with handicaps.

METHOD AND TERMS OF PAYMENT

All students are asked to make a minimum $50.00 payment each month towards their education in addition to any Title IV Funds they may be eligible for; students and/or parents may be required to prove creditworthiness via a school approved credit check. A fee for this credit check will be assessed and is payable in advance. Students may not be accepted for enrollment if they cannot prove creditworthiness. If the student does not acquire eligibility for Title IV Funds all tuition will be due and payable immediately, or the school as a method of payment may approve an arrangement for an Institutional Finance Plan. If the school approves monthly payments, the student account is due and payable in accordance with the terms of the Institutional Finance Plan, including any late payment charges, if incurred. The student will be responsible for payment of any unpaid portion of tuition not covered by Title IV Funds. The student may be suspended until payment has been received. Method: check, money order or credit card (3% credit card fee, no cash accepted for tuition fees).

STUDENTS RIGHT TO CANCEL

1. A student has the right to cancel his or her enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the **seven day** after enrollment, whichever is later. Business day means a day on which the student is scheduled to attend a class session. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a refund for the part of the course not taken.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Hinton Barber and Beauty College 1035 Tennessee St., Vallejo, CA. This can be done by mail or hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with the proper postage
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. Each student will be given two Notice of Cancellation forms to use upon enrollment, but any written notice may be used.
5. If the Enrollment Agreement is canceled by midnight of the 7th business day on which the student attended his/her 1st class, the school will refund the student any money he/she paid and less any deduction for registration fee.

DOCUMENTS NEEDED FOR ADMISSIONS

THE ITEMS BELOW ARE NECESSARY FOR ADMISSIONS:

1. Student Enrollment Agreement
2. Proof of Education
   (High School Diploma, or High School Transcript with graduation date or G.E.D. or if ATB student a High School Transcript with the proof of completing the 10th grade)
3. Proof of Age (valid Driver's License, CA ID card, or Birth Certificate)
4. Application Fee $100.00 due and payable at the time of pre-enrollment
   (Per refund policy application fee is non-refundable)
5. Money order, credit card, or checks payable to Hinton Barber and Beauty College are accepted.

6. Signed copy of Social Security Card
7. Permanent Resident Card, if applicable

Please note the Application for Licensing in the State of California requires each student to disclose any prior convictions of a criminal offense, felony, or misdemeanor (other than a minor traffic violation or outstanding traffic/parking tickets). Please speak with the School Director if you have any prior convictions at the time of enrollment.

ADMISSION REQUIREMENTS FOR COURSES

Cosmetology Course (1000hrs)	● Must have High School Diploma / or GED ● At least 17 years of age; If ATB student must have High School Transcript with proof of completing 10th grade.
Barbering Course (1000hrs)	● Must have High School Diploma / or GED ● At least 17 years of age; If ATB student must have High School Transcript with proof of completing 10th grade.
Cosmetology Crossover Course for Barbers (400hrs)	● Must be a California Licensed Cosmetologist ● Must have High School Diploma / or GED ● At least 17 years of age; If ATB student must have High School Transcript with proof of completing 10th grade.
Master Educator Course (600hrs)	● 10th grade education ● At least 18 years of age ● Must be a California Licensed Barber or Cosmetologist ● Must have High School Diploma/ or GED; if ATB student must have High School Transcript with proof of completing 10th grade.

ADMISSIONS POLICY AND PROCEDURES

We want to make sure our students have the best chance to succeed in the barber industry. It is our policy to enroll only students who have the aptitude and ability to learn, benefit from and find employment in their prospective program of study. Enrollment at Hinton Barber and Beauty College is a 2-step process. Students must meet specific requirements prior to signing an enrollment agreement and must meet additional requirements prior to actually starting school.

As a prospective student, you are required to visit the Hinton Barber and Beauty College campus. The purpose of the visit is to discuss your personal education and career plans with our admission advisor prior to enrolling or signing an enrollment agreement. We will take your application in person and give you a tour of the campus. This way you can assure yourself in advance that Hinton, and our programs, are the right fit for you, before you make your final decision.

Step 1-Prior to signing an Enrollment Agreement all prospective students must:

- Visit and tour the campus.

- Complete a personal interview with the Campus Admissions Advisor.
- Complete the Application for Admissions form in full.

Step 2-Prior to clocking in and starting classes, all new students must meet the following requirements:

1. If you are at least 17 and a high school graduate, to enroll at Hinton you need:
    - To provide your valid U.S. high school diploma, a GED, passing scores from the California State Proficiency Exam, or high school transcripts verifying your graduation date.
    - A valid Social Security Card.
    - A valid government issued photo identification card or driver's license.
2. If you are at least 18, an immigrant to the United States and have completed high school or its equivalent in your country of origin, to enroll at Hinton you need:
    - To provide a copy of your secondary school education credential as well as an English translated copy, which clearly identifies completion of secondary education that is equivalent to a U.S. high school diploma. If the out-of-country education certificate is translated by a bona fide, third-party document evaluation service, the translation must be on that company's letterhead. Hinton can provide a list of such translation services if needed. The translation must be conducted at your own expense. In lieu of the bona fide translation service, a Hinton pre approved third party vendor may be used.
    - A valid Social Security Card.
    - A valid government issued photo identification card or driver's license.
3. If you are at least 18 and you do not have a high school diploma or its equivalent, please note that, as of July 1, 2012 Ability to Benefit students are no longer eligible for Title IV funding through the U.S. Department of Education unless the student was formerly admitted and enrolled in an Title IV eligible institution and is considered to be "grandfathered" under the criteria specified by the Department of Education. This means that a student must have enrolled and attended a Title IV eligible postsecondary institution prior to July 1, 2012 regardless of whether or not the student received Title IV funding. In order to enroll at Hinton you need:
    - To have completed 10th grade or its equivalent
    - To demonstrate your "Ability to Benefit" from the training by passing an Ability-to-Benefit.
    - A valid Social Security Card.
    - A valid government issued photo identification card or driver's license.
4. Students enrolled under a training agreement with a government agency, institution district, and/or other entity, must meet all the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.

RE-ENTRY POLICY

Students who would like to apply for re-enrollment must have a zero balance, fill out the Reinstatement application for review and consideration of re-enrollment. Re-entry will result in the same SAP as they left. Course incompletes, withdrawals, or repetitions, and non-credit remedial courses have no effect upon the institution's satisfactory academic progress standards.

TRANSFER POLICY

Students transferring into Hinton Barber and Beauty College from a school within the State of California must submit a record of withdrawal from the prior school. Earned hours, written and practical operations for prior training will be evaluated for credit. Students must provide an Official Academic Transcript for evaluation two (2) weeks prior to enrollment from their previous school. Accepted hours from transferred students will be accepted on an individual basis. Students with more than 400 hours (Barber or Cosmetology) and 200 hours (Cosmetology CrossOver) will be given an academic evaluation based

on written exams. Based on the examination results, the college may lengthen the duration of the training proportionately. If the student is a Veteran, the school will notify the Department of Veterans Affairs. Students will incur extra fees for assessment of experiential credit. Students will not incur extra fees for assessment of experiential credit.

Hinton Barber and Beauty College has not entered into an articulation or transfer agreement with any other college or university. 94909(a)(8)(A)

This catalog is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this catalog contains the information as calculated pursuant to state law.

DISCLAIMER STATEMENT

Hinton Barber and Beauty College does not discriminate on the basis of race, religion, creed, sex, age, color, handicap, ethnic origin, national origin, marital status, sexual orientation, or parental status. However, Hinton Barber and Beauty College reserves the right to deny admission to any person it believes does not have the ability to benefit from the training offered at this college. Hinton Barber and Beauty College reserves the right to revise or amend any of the items contained within this document without prior notice. Hinton Barber and Beauty College does not recruit students already attending or admitted to another school offering a similar program of study.
5 CCR §71810(a)
Hinton Barber and Beauty College shall provide a catalog pursuant to section 94909 of the Code, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in our school catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
Ed. Code §94909(a)
Prior to enrollment, Hinton Barber and Beauty College will provide a prospective student, either in writing or electronically, with a school catalog containing, all the minimum requirements set forth by the (B.P.P.E) Bureau for Private Postsecondary Education, and (N.A.C.C.A.S) National Accrediting Commission of Career Arts and Sciences.
5 CCR §71810(b)
At this time Hinton Barber and Beauty College does not admit or provide services for students from foreign countries. All courses and classes of Hinton Barber and Beauty College are conducted in English only. Hinton Barber and Beauty College can only accept students who are proficient in the English language. This will be determined in the enrollment interview process.

PROGRAM START DATES

Our programs offer open enrollment, with new start dates available each month.

GRADUATION REQUIREMENTS

All students are required to complete their hours of instruction (Cosmetology Course – 1000 hrs, Barbering Course-1000hrs, Cosmetology Crossover to Barbering Course-400hrs, Master Educator Course-600hrs). Students must have a **75%** passing grade, and have satisfied all financial obligations in order to graduate. A student is then awarded a Certificate of Completion certifying their graduation.

Hinton Barber College assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. At this point, all institutional charges and fees are either paid in full or otherwise accounted for.
Upon successfully passing the examination the graduate will obtain a California Barber License. With this license the registered Cosmetologist/Barber may be employed in a salon or barber establishment, or own and operate his/her own establishment.

LICENSURE REQUIREMENTS:

The graduate will be granted a license by the Department of Consumer Affairs only after the individual has successfully completed the required hours and successfully passed the State written examination. The graduate must receive 75% or better on the written examination. Graduates are required to have a valid/current California Driver's License, California I.D or valid/current Passport and a copy of their Social Security card. Examination sites are located in Fairfield and Glendale, California. Transportation to the examination site is the responsibility of the graduate. Once the student has become licensed, they must renew the license every two (2) years.

FACULTY QUALIFICATIONS

Gerald D. Hinton Director	Licensed Barbershop owner 20+ years. President, Director and Educator since 2007.
Delores Gromaldo Assistant Director	School Assistant Director. 7+ years of experience in operations of Vocational Education.
Baaron Hinton Admissions	School Admissions Director. Licensed Barber with 5+ years experience in administration
Anjel Blanco Educator	Day Barber Educator. Licensed Barber with over 5+ years of experience in the field as well as shop owner.
Reginald Hilliard Educator	Evening Barber Educator. Licensed Barber with 9+ years of experience in the field.
Wanda Floyd Educator	Cosmetology Educator. Licensed Cosmetologist with over 11 years of experience in the field.

FACILITIES

The main campus consists of a 5000 Square ft.. Theory and Practical training area, equipped with 25 styling stations, 6 shampoo bowl sinks, 5 manicure stations, 12 dryers, and student lockers.
This location is equipped with reference materials and videos from the school library made available to students upon request.

Ed. Code §94909(a)(4)
Class sessions will be held at our classroom location of:
1035 Tennessee St., Vallejo, CA

RULES AND REGULATIONS

Professional conduct is the only level of conduct we expect from our students. A professional does not arrive late. A professional treats patrons, educators and fellow students with courtesy and awareness. A professional is constantly taking the time to follow rules of good grooming, hygiene and proper

sanitation.
The following rules are important. If you disobey them, you may be dismissed from the college. None of the rules are picky or arbitrary. They reflect the level of conduct you will be expected to maintain throughout your career. The best way to begin that career is to act like the professional Barber/Stylist you wish to be.

CHANGES IN RULES AND REGULATIONS

The college reserves the right to make any changes in the rules and regulations at any time. All students will be notified of changes immediately.

THEORY

Theory schedule for Cosmetology, Barber and Cosmetology Crossover Students

1) Theory class is mandatory and is required by the CA State Board to attend.
2) Without completion of hours of Theory class, students will not graduate
3) Cosmetology day schedule theory class will be held Monday through Friday 8:30am to 10:00am
4) Barbering/Cosmo Crossover day schedule theory class will be held Monday through Friday 8:30am to10am.
5) Barbering/Cosmo Crossover evening schedule theory class will be held on Monday-Friday 8:30pm to 10pm.
6) Fridays are practical application preparation.
7) **Fridays are mandatory for all students**; any student who does not come in on Friday will not receive credit for Monday. (No Friday, No Monday/or next school day if Holiday).
8) Master educator students theory schedule will be set on an individual basis.

LUNCH PERIODS AND BREAKS

The listed lunch periods and breaks apply to Barber and Cosmetology Cross-Over for Barber students:

1) All full time students go to lunch at 12:00pm; and are expected back to class by 12:45pm
2) Lunch period is mandatory for all full time students. Part time students do not have lunch periods.
3) Lunch period is 45 minutes and Breaks are 10 minutes
4) All students take break (1) at 10:00am to 10:10am and break (2) at 3:00pm to 3:10pm
5) Master educator students will have lunch periods and breaks scheduled on an individual basis.

The listed lunch periods and breaks apply to Cosmetology students:

1) 12:00pm; and are expected back to class by 12:45pm
2) Lunch period is mandatory for all full time students. Part time students do not have lunch periods.
3) Lunch period is 45 minutes and Breaks are 10 minutes
4) Break (1) at 10:00am to 10:10am and break (2) at 3pm to 3:10pm

ATTENDANCE POLICY

1) Students are expected to attend school, as they will be expected to report to work. All absences and tardiness are recorded.
2) Being tardy means being late. All tardiness is recorded.

3) An absence is any time not spent in training. All absences excused or not, are recorded. Course time is recorded by time clock; missed hours cannot be made up. Course completion dates are extended to compensate for needed hours.
4) Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in the Satisfactory Progress Policy.
5) Students requesting a leave of absence must get permission from the school showing cause. Military duty or medical reasons are valid excused absences.
6) Students leaving the premises for any reason during school hours, other than for lunch, shall get permission from the educator.
7) Theory class attendance is recorded and must be complied with for successful completion. The California State Barber Law requires 150 hours for Cosmetology. The 100 hours for Barber. Cosmetology Crossover Course for Barbers must have 45 hours of Theory. The Master educator student program must have 45 hours of Theory.
8) No student shall be allowed to attend, or to remain in school while intoxicated or under the influence of any drug. Students while under prescription medication must notify the school for approval to attend school. Violation of this rule is cause for disciplinary action by the California State Board of Barber Examiners.
9) No student shall be allowed to attend school while they have an infectious, contagious or communicable disease.
10) Students will check their own time cards in and out, including lunch periods. Students are not to clock any time card other than their own.
11) **Friday attendance is mandatory for all students.** Students who are absent for mandatory days will not be allowed to clock in on the following school day.

INSTITUTION MONTHLY ATTENDANCE POLICY

Full-time: 35 hrs/wk Part-time: 25 hrs/wk
ATTENDANCE: All students must **maintain at least 75% of their attendance scheduled** each month in order to be in compliance with the institution's monthly scheduled attendance policy. Failure to meet the institution's monthly scheduled attendance policy will result in attendance counseling.

TIME CLOCK PROCEDURES

Student time cards are an important document and are used for the computation of your training hours. At all times, the student must punch in on a time clock upon entering school, leaving for the lunch period, returning from lunch and at the close of the day. The punching of the time clock is necessary to meet State Board requirements for the number of hours the student is in college and it is a legal document. Punching in or out for another student is looked upon as forgery and will be dealt with accordingly. If a student forgets to punch in for the day or when arriving back from lunch the student's time will not be counted.

TARDINESS

Theory class for all day students begins at **8:30 am** Monday through Friday. **8:45 am** is the final cut off time that day students will be allowed to clock in for theory class **(8:46 am is late)**. Any students late for theory will only be allowed to clock in after theory class has been concluded.
Day students must clock in for the day no later than **10:15 am (10:16 am is late)**. Late students will be considered absent and will not be allowed to clock in for the day.

Evening students must clock in for the day no later than **5:30 pm (5:31 pm is late**). Late students will be considered absent and will not be allowed to clock in for the day.

STUDENT CONDUCT POLICY:

1. Students shall not be unruly or interfere with any other student. They shall conduct themselves in a quiet, professional manner during school hours.
2. Students shall comply with all sanitary requirements. Violations of these sections are cause for suspension or expulsion.
3. Students will request the assistance of an educator whenever they are in doubt as to the correct procedure. No student shall instruct another.
4. Students shall give their full attention to their customers. Students are to render barber services equally to all customers, irrespective of any factors. Refusal of barber services by a student is cause for disciplinary action.
5. Students are responsible for keeping their working area and tools clean at all times.
    a. The station countertop is cleaned after each customer.
    b. The chair is wiped clean of hair and debris after each customer.
    c. Soiled linen is disposed of in the proper container.
    d. All soiled paper is disposed of in the proper container daily.
    e. All tools are wiped clean and properly stored after each customer.
    f. The haircloth is neatly folded and properly hung on the chair after each customer.
    g. The sink and mirror are cleaned daily.
6. Students are to wash their hands immediately before serving a customer and comply with all provisions of the sanitary sections of the Barber Law.
7. Students shall attend theory class.
8. Students shall go to lunch on their assignment schedule.
9. Students shall comply with the Attendance Policy as set forth.
10. Students shall follow the daily assignment schedule as directed by the educator.
11. Students are to come to school prepared to participate in class assignments or assignments as directed by an educator.
12. Any student guilty of willful destruction of college property will be dismissed immediately!

DRUG ABUSE

No student shall be allowed to attend or to remain in school while intoxicated or under the influence of any drug. Students while under prescription medication must notify the college for approval to attend school. Violation of this rule is cause for disciplinary action by the California State Board of Barber Examiners. (Art. 7, Sec. 6581 BL).

STEALING

Any student found to be involved in stealing from another student or from the college will be dismissed immediately.

EDUCATOR'S DIRECTION

Any student in direct violation of an educator's direction may be suspended from college immediately.

REFUSING SERVICE

Any student guilty of refusing service to a patron will be suspended from college immediately.

DRESS CODE

All students must wear a Hinton shirt and pants (dresses, skirts or shorts must be below the knees). All students are to wear a clean smock when working on clients (at all times), school t-shirts, and wear shoes that are comfortable for standing and in good repair. In compliance with State Regulations, students must wear foot covering (front & back), no sandals (Art. 2, Sec 216 CBL). Barber smocks must be kept clean.

PLACEMENT

This institution does not guarantee employment, however we will make reasonable efforts to gain employment for graduates who request assistance. The college is always in contact with barber/stylist shops and salons to provide graduates with options after their training is complete. The more flexible and professional a graduate can be regarding placement, the easier it is for the college to assist. The college maintains a Job Listing Book of current employment opportunities.

SATISFACTORY ACADEMIC PROGRESS POLICY

To be eligible for Title IV Aid, a student must maintain Satisfactory Academic Progress (SAP) as per section 668.16(e) of HEA 1965. Hinton Barber and Beauty College requires all students to maintain Satisfactory Progress according to the following standards set by The Department of Education. Students must maintain a cumulative Attendance average of 67% or higher and an Academic average of 75% or higher. Students who are absent fourteen (14) consecutive calendar days will be terminated from the program. All students must maintain Satisfactory Progress according to the following standards in order to qualify for Title IV Funding. Satisfactory Progress is checked prior to disbursement of all Title IV Aid. **MAXIMUM TIME**: The maximum time a student has to complete is 150% of the program length. Failure for any reason to complete the course within the 150% maximum time is grounds for dismissal.

ACADEMIC PROGRESS

Written:	**Practical:**
A (93-100)	A (93-100)
B (85-92)	B (85-92)
C (75-84)	C (75-84)
D (70-74)	D (70-74)
F (69-under)	F (69-under)

Students will be assigned grades as listed for Written and Practical Examines. Students must maintain a C grade average (minimum of 75% in theory and practical/clinic work) in order to be considered making

satisfactory progress. The institution will notify students of any evaluation that impacts the student's eligibility for financial aid. On a monthly basis, students will meet with their educator to go over their progress report to check their academic progress and attendance.

DETERMINATION OF PROGRESS:

Evaluation of progress will be conducted at the evaluation points of each program based on actual clocked hours. Evaluation points for the following programs: **Cosmetology Course 1000 hrs course** (1st evaluation point) 450 hrs. (2nd evaluation point) 900 hrs. (3rd evaluation point) 1000 hrs.
Barbering Course 1000 hrs course (1st evaluation point) 450 hrs. (2nd evaluation point) 900 hrs. (3rd evaluation point) 1000 hrs. **Cosmetology Crossover Course for Barbers 400 hrs course** (1st evaluation point) 200 hrs. (2nd evaluation point) 400 hrs., and **Master Educator Course 600 hrs course** (1st evaluation point) 300 hrs. (2nd evaluation point) 600 hrs.

- Satisfactory:
  - Title IV SAP: 75% GPA and 67% attendance.
  - Institutional SAP: 75% GPA and 75% attendance

NOTE: Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy. Students meeting minimum requirements at evaluation will be considered to be making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress, he or she must meet both attendance and academic minimum requirements on all evaluation points of the program. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

SAP WARNING:

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory 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. The institution will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may receive a successful appeal before he/she can be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds. Students who do not achieve the minimum standards are no longer eligible for Title IV funds unless students are on warning or have prevailed upon appeal of the determination that has resulted in the status of probation.

PROBATION:

If granted probation the institution will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may receive a successful appeal before he/she can be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds. Students who do not achieve the minimum standards are no

longer eligible for Title IV funds unless students are on warning or have prevailed upon appeal of the determination that has resulted in the status of probation.

APPEAL PROCESS:

If a student is determined to not be making satisfactory progress, the student may appeal the determination. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. The student may appeal the result on the basis of: his injury or illness, the death of a relative, or other special circumstances. The student's appeal must explain why they failed to make satisfactory progress and what has changed in his situation that will allow them to make satisfactory progress at the next evaluation. 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.

LEAVES OF ABSENCE

Occasionally, students may experience extended personal or medical problems, which make it difficult for them to attend their classes. The School may allow a student experiencing such circumstances to take a Leave of Absence (LOA) from their program. The School Director must pre approve all LOAs, and students must submit their requests to the School Director in writing. Student's request for a LOA is required in advance unless unforeseen circumstances prevent the student from doing so. (_____, student signature of understanding of request requirements). The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

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

The written request for an LOA must include the starting and ending date of the LOA. A student granted a LOA in accordance with the institution's policy is not considered to have withdrawn and that no refund calculation is required at that time. An addendum to the enrollment agreement with all dates of the LOA and updated graduation date signed by the Hinton staff and students taking the leave. A student is eligible for one leave of absence during their term of enrollment at Hinton. In the event of extenuating circumstances, the School Director has the discretion to grant an additional LOA. The minimum length of an LOA is 14 days; an LOA will not be granted during a student's first 20% of the hours in a student's program of study. Any approved LOA will be granted in accordance with the Federal guidelines for Leaves of Absence, which states that an LOA will not exceed 180 days in a twelve-month period. A LOA will not be granted to an active student who exceeded or surpassed the 100% point of scheduled hours of their program. Students will not be assessed additional tuition charges while on their LOA. The student enrollment contract will be extended and the maximum time frame for the same number of days taken in the LOA. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the same SAP status they held prior to their LOA. Students returning from an LOA must coordinate their return with the office manager (Registrar). There will be a reasonable expectation that the student will return from the LOA. Students who fail to return from an LOA on their scheduled return date will be terminated. The withdrawal date for the purpose of calculating a refund is always the student's last date of attendance.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS:

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. There will be a reasonable expectation that the student will return from the LOA. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal in addition to the Admission requirements. Students who would like to apply for re-enrollment must have a zero balance, fill out the Reinstatement application for review and consideration of re-enrollment. The withdrawal date for the purpose of calculating a refund is always the student's last date of attendance.

WITHDRAWALS:

Any student who withdraws from his or her contracted course or fails to complete his or her training will have a notice placed in his or her student file as to progress at the point of withdrawal. A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry. A student failing to meet minimum satisfactory requirements at the point of withdrawal will re-enter in the same satisfactory academic progress status as at the time of withdrawal.

Course Incomplete/ Repetitions and Non-Credit Remedial Program:

Course incomplete, repetitions, and non-credit remedial courses have no effect upon a student's satisfactory progress status in this school.

POLICY RELATING TO ABSENCES

The student is required to attend the agreed schedule. Failure for any reason to complete the course within the maximum time is grounds for dismissal. The maximum time a student has to complete is *150%* of the program length. In all cases, all schoolwork must be completed.

HOURS OF OPERATION

STUDENTS	CLIENTS
Day Course: Full time: Mon-Fri 8:30am to 4:15pm Part time: Mon-Fri 8:30am to 1:30pm *Evening Course:* Full time: Mon-Fri 2:15pm to 10:00pm Part time: Mon-Fri 5:00pm to 10:00pm	Monday-Friday 9:30am to 7:30pm Closed- Saturday and Sunday

HOLIDAYS AND SCHOOL CLOSURES

Christmas Day and the day after (Dec 25th and 26th)
Thanksgiving Day and the day after (Nov; the last Thursday and Friday)
New Year's Day (Jan 1st)
Easter (Monday and Tuesday following Easter)
4th of July
National Holiday of Martin Luther King Jr
Veterans Day
Presidents Day (Feb)
Memorial Day (Last Monday of May)
Labor Day (First Monday in September)
Juneteenth (Monday)

EXTRA INSTRUCTIONAL "OVERAGE" FEES

Overage fees will be calculated based on a student's attendance at the time of graduation. If a student's actual attendance results in a completion rate of less than 75% of the scheduled hours, overage fees will be charged at the current rate of tuition per hour, based on the program. The specifics are as follows:

- **Barbering & Cosmetology Courses (1000 hours):**

Students must complete the full 1000 actual hours to graduate. However, if a student's actual attendance is below 75%, the scheduled contract hours will exceed 1333 hours (calculated as 1000 actual hours/ 0.75). In this case, the student will incur overage fees for each additional hour required beyond the (1333 scheduled hour cap) original 1000 actual hours to reach the full program completion. These fees will be calculated and charged at the time of graduation.

- **Cosmetology Crossover Course (400 hours):**

Students must complete the full 400 actual hours to graduate. If a student's actual attendance is below 75%, the scheduled contract hours will exceed 533 hours (calculated as 400 actual hours/ 0.75). In this case, the student will incur overage fees for each additional hour required beyond the (533 scheduled hour cap) original 400 actual hours to reach the full program completion. These fees will be calculated and charged at the time of graduation.

- **Master Educator Course (600 hours):**

Students must complete the full 600 actual hours to graduate. If a student's actual attendance is below 75%, the scheduled contract hours will exceed 800 hours (calculated as 600 actual hours/ 0.75). In this case, the student will incur overage fees for each additional hour required beyond the (800 scheduled hour cap) original 600 actual hours to reach the full program completion. These fees will be calculated and charged at the time of graduation.

Payment and Certification Process:

- **Overage Fee Calculation and Payment:**

Overage fees will be calculated at the time of graduation based on any additional hours required to reach the full program completion due to attendance falling below 75%. The total overage fee must be paid in full before the school will submit the Proof of Training to the California Barbering and Cosmetology Board for scheduling the student's test date.

- **Consequences of Non-Payment:**

If overage fees are not paid in full, the student's Proof of Training will not be sent to the Board, delaying the student's ability to schedule their examination.

Overage fees will be calculated at the time of graduation for each designated program:

- **Barber & Cosmetology Program:** 1,000 actual hours with a scheduled hour cap of 1,333 hours
- **Cosmetology Crossover Program:** 400 actual hours with a scheduled hour cap of 533 hours
- **Master Educator Program:** 600 actual hours with a scheduled hour cap of 800 hours

If a student's attendance falls below 75% and they exceed the scheduled hour cap for their program, overage fees will be assessed. The total overage fee must be paid in full before the school can submit the Proof of Training to the California Barbering and Cosmetology Board to schedule the student's test date.

SCHEDULES

Full Time Schedule
Full time attendance is based on eight (7) hours per day, (5) days per week, for a total of (35) hours per week. The administrative office prior to enrolling must approve any scheduling for less than full time.
Part Time Schedule
Part time attendance is based on four (5) hours per day, (5) days per week for a total of (25) hours per week. The administrative office prior to enrolling must approve any scheduling for less.

STUDENT COMPLAINT PROCEDURES

The Director shall have the authority and duty to do all of the following:

1) Investigate the complaints thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint;
2) Reject the complaint if, after investigation, it is determined to be unfounded or to compromise or resolve the complaint in any reasonable manner, including the payment of a refund;
3) Record a summary of the complaint, its disposition, and the reasons; place a copy of the summary, along with any other related documents, in the student's file, and make an appropriate entry in the log of student complaints as required by Section 73870;
4) If the complaint is valid, involves a violation of law, and is not resolved within 30 days after it was first made by the student, notify the Bureau, the accrediting association, and law enforcement authorities of the complaint, investigation, and resolution or lack of resolution. A person who has a duty to provide notice under this paragraph is not required to disclose any matter to the extent of that person's privilege under Section 940 of the Evidence Code. If the authorized person does not provide all of the information required by this paragraph because of a claim of privilege under Section 940 of the Evidence Code, the institution shall appoint another person, who may not lawfully claim that privilege, to provide the omitted information.
5) If the complaint is valid, determine what other students, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for those students;
6) Implement reasonable policies or procedures to avoid similar complaints in the future;

7) Communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution.
8) A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to that person's duties.
   a) If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the institution shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the institution's complaint procedure.
   b) If a student complains in writing, the institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection will be included.

ACCREDITATION, APPROVAL and/or MEMBER OF:

Hinton Barber College is a Private Institution that is approved to operate by:
APPROVAL TO OPERATE MEANS COMPLIANCE WITH THE STATE STANDARDS AS SET FORTH IN THE ED CODE.

- The Bureau for Private Postsecondary Education and
- The Board of Barbering and Cosmetology
- Accredited by: (NACCAS)

The National Accrediting Commission of Career Arts and Sciences

Board of Barbering and Cosmetology	2420 Del Paso Road #100 Sacramento, CA 95834	1-800-952-5210 Fax (916) 575-7281 www.barbercosmo.ca.gov
Bureau for Private Postsecondary Education	2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833.	Phone (800) 370-7589 Fax (916) 263-1897 bppe@dca.ca.gov www.bppe.ca.gov
United States Department of Education	400 Maryland Ave. SW Washington, D.C. 20202	Phone (800) 872-5327 www.ed.gov
The National Accrediting Commission of Career Arts and Sciences (NACCAS)	3015 Colvin Street, Alexandria, VA 22314	Phone: 703-600-7600 Fax: 703-379-2200 www.naccas.org

Veteran's Administration	https://www.va.gov/contact-us/	Phone: (800) 827-1000 www.va.gov
Vocational Rehabilitation	P.O. Box 944222 Sacramento, CA 94244-2220	Phone: 916-324-1313 www.rehab.cahwnet.gov

Ed. Code §94909(a)(3)(A)
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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Ed. Code §94909(a)(3)(C)
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.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

CALIFORNIA BUSINESS AND PROFESSIONS CODE 480

(a) A board may deny a license regulated by this code on the grounds that the applicant has one of the following:
(1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or convictions following a plea of nolo contend ere. Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.
(2) Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or

(3) Done any act which if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.
(b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.
(c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

RELEASE OF INFORMATION

Students (or parents/guardians if the student is a dependent minor) have the right to gain access to their records, and authorize certain individuals or organizations to gain access to certain information in their student file according to the school's privacy and file access policy. This institution provides access to student and other institution records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.

PRIVACY AND FILE ACCESS POLICY

Information contained in a student file is confidential. In compliance with the Family Education Rights and Privacy Act of 1974, the school does not release any personal information on a student to a third party without written consent each time by the student or the parents / guardians of a minor student.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:
1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
A student should submit to the Director of the College a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. All record reviews will be scheduled during regular school hours under appropriate supervision. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
A student who wishes to ask the College to amend a record should write to the Director of the College, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision within 14 days of receipt of the written request and the student's right to appeal the College's decision regarding the request for amendment. The student must submit a request for appeal in writing to the Director of the College providing all reasons and supporting documentation why further

consideration should be made. The College will notify the student in writing of the appeal decision within 14 days of receipt of the written request. This decision is final.
3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests, such as:
School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; A person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); 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; and A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Each third party request for educational records requires the student's written consent be provided to the Director of the College and include the following: Specify the records to be disclosed; State the purpose of the disclosure; Identify the party or class of parties to whom the disclosure is to be made; The date; The signature of the student whose record is to be disclosed; The signature of the custodian of the educational record. Within the College the following directory information may be disclosed without student consent: Student Name (first name, last initial) or Student ID; Program of Attendance; and Honors, Awards and/or Recognitions If you do not want the College to disclose directory information without your prior written consent you must notify the Director of the College in writing by the fifth business day after the start of your program. Hinton Barber College does not release student directory information to the general public.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington,
DC 20202-5901

SCHOOL DISCLOSURES

- Hinton Barber and Beauty College is not a public institution
- This institution does not offer ESL instruction at this time
- 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. 94909(a)(3)(B)
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (**916-431-6959**) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (**www.bppe.ca.gov**). 94909(a)(3)(C)
- If a student obtains a loan to pay for an educational program, the student will have the responsibility of 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 monies not paid from federal student financial aid program funds. 94909(a)(11)

- Hinton Barber and Beauty College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not 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.). 94909(a)(12)
- Learning resources used by Hinton Barber and Beauty College: 71810(b)(10) Milady's Textbook, Milady's workbook, Haircutting guides, Step by Step video manuals (for fades, tapers, blunt cuts, textured cuts). All of these resources are available for all students at Hinton Barber and Beauty College.
- Hinton Barber and Beauty College does not have dormitory facilities under its control. Housing is located reasonably near the institution's facilities. The estimated cost or range for the housing is from $700 - $1000 monthly. 71810(b)(13)
- Hinton Barber and Beauty College has no responsibility to find or assist a student in finding housing. 71810(b)(13)(C)
- Hinton Barber and Beauty College accepts financial aid students from county programs such as Vocational Rehabilitation and Workforce Investment Act programs. Hinton Barber College will follow all policies and practices stated in the contracts from these financial aid programs. 71810(b)(6)
- All student records will be kept for no less than 6 years after student has graduated or file has been closed. 71810(b)(15)
- All student transcripts are maintained permanently

STUDENT SERVICES 71810(b)(12)

Pre-admission Orientation appointments are offered Wednesday through Friday.
The School Director's Office is open daily from 10:00 a.m.to 4:00 p.m. by appointment.
The Administration Office is open Tuesday through Friday 10:00 a.m. to 4:00 p.m.

SCHEDULE OF CHARGES

Application Fee: $100.00
The application fee is payable at the time of enrollment and is non-refundable.
STRF Fee: $0.00
Tuition Hourly Charge:
Cosmetology 1000 hour Course (x) $13.50 hourly charge = $13,500
Barbering 1000 hour Course (x) $13.50 hourly charge = $13,500
Cosmetology Crossover 400 hour Course (x) $13.50 hourly charge = $5,400
Master Educator 600 hour Course (x) $13.50 hourly charge = $8,100

Cosmetology Tools Kit: $2989.70
(Books and Written Material included in kit)...plus sales tax
- Milady's Standard Professional Cosmetology Textbook [ISBN: 1-4018-7395-2]
- Milady's Professional Cosmetology Workbook [ISBN: 1-4018-7399-5]
- CIMA by Milady- Digital curriculum and comprehensive platform

Barbering / Cosmetology Crossover Tools Kit: $2011.03
(Books and Written Material included in kit)...plus sales tax
- Milady's Standard Professional Barbering Textbook [ISBN: 1-4018-7395-2]
- Milady's Professional Barbering Workbook [ISBN: 1-4018-7399-5]
- CIMA by Milady- Digital curriculum and comprehensive platform

Master Educator Course: $210
(Books and Written Material included in kit)...plus sales tax
- Milady's Master Educator Student Course Book [ISBN13: 978-1-4354-3322-9]
- Milady's Master Educator Exam Review [ISBN13: 978-1-4283-2154-0]
- CIMA by Milady- Digital curriculum and comprehensive platform

All students are required to own and operate their own Barber/Cosmetology tools and equipment. The school will have a list of all mandatory tools and equipment available for purchase. The books and written materials listed above are included in the student kit.

- State Board Exam Application: $125 – Cosmetology
- State Board Exam Application: $125 – Cosmetology Crossover
- State Board Exam Application: $125 – Barber
- No State Board Exam Application for Master Educator Course

CAREER OPPORTUNITIES

The licensed professional may choose from a variety of jobs within the Barber, Cosmetology or Master Educator related field(s). The following vocations are options that may be considered upon graduation.

- **Cosmetology:** Professional Stylist, Salon Owner or Manager, Product Representative, Platform Artist, Retail Specialist, State Board Member/Examiner
- **Barbering:** Professional Stylist, Salon Owner or Manager, Product Representative, Platform Artist, Retail Specialist, State Board Member/Examiner
- **Master Educator:** Student Salon or Classroom educator, Salon Owner or Manager, State Board Member/Examiner, Director of Education, School Administrator or Owner

Training is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have an aptitude for the field, an education in the professional beauty industry can be a pathway to a secure income and a solid future.

JOB DEMAND IN COSMETOLOGY/ BARBER AND RELATED FIELDS

The U.S. Department of Labor provides current (2019) job information at http://www.careerinfonet.org. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

Job Position / SOC Code	National Median Hourly/Yearly Wage	State Median Hourly/Yearly Wage
Barbers- / 39-5011	$11.45 / $23,800	$10.81 / $22,500
educators (Vocational Education) / 25-1194	$23.18 / $48,200	$30.71 / $63,900

ADDITIONAL DISCLOSURE INFORMATION
Further information on potential employment for graduates can be found at www.onetonline.org.

ESSENTIAL CAREER CONSIDERATIONS / REQUIREMENTS

Applicants interested in pursuing a career in Barbering, Cosmetology or a related field should consider all aspects of such a decision. Persons who want to become a professional in the beauty industry must:

1. Have finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public and being able to follow client directions.
3. Keep abreast of the latest fashions and beauty techniques.
4. Work long hours while building a personal clientele in order to make the desired income.
5. Make a strong commitment to the educational process and finish school.
6. Learn business skills applicable to the desired position.

In addition, prospective students should be aware that:

1. The work of a licensed professional in the cosmetology/barber/beauty industry can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of the client's head, bending to complete shampooing or other wet services, etc. educators will spend long hours standing while teaching and walking to monitor their classrooms / clinic areas.
2. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.
3. There will be exposure to various chemicals and fumes which may cause allergic reactions.
4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

EVALUATING THE VALIDITY OF HIGH SCHOOL DIPLOMAS

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma. Hinton Barber and Beauty College may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools. The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

COST OF ATTENDANCE BUDGETS (COA)

In order to determine a student's level of loan funding, the Department of Education requires us to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, miscellaneous, loan fees and, if applicable, child care and expenses related to disability. The following are standard **monthly** indirect cost allowances that make up the cost of attendance budgets for the year. Tuition, Kit, Books and Fees must be added to these as applicable for a total COA Budget.

Living at home with parents:

Room & Board	Transportation	Miscellaneous	Other	Total
$377.00	$176.50	$176.50	Case by Case	$730.00

Living away from home:

Room & Board	Transportation	Miscellaneous	Other	Total
$1,030.00	$580.00	$580.00	Case by Case	$2,190.00

FEDERAL ASSISTANCE PROGRAMS

The school is approved as an eligible institution by the U. S. Department of Education to participate in Title IV grant and loan programs. The packaging of financial assistance is determined according to guidelines set by the US Department of Education. A variety of programs are available for students qualifying for assistance:

Federal Grants:

Federal Pell Grant: Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need based aid program in which an eligible recipient does not have to repay the funds received.

Federal Student Educational Opportunity Grant (SEOG): An additional grant available only to Pell eligible students who meet the schools predetermined criteria. 75% of the award is contributed by the Federal Government and the other 25% is contributed by the school.

FEDERAL DIRECT LOAN PROGRAM:

These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Direct Subsidized, Federal Direct Unsubsidized and Federal Direct Plus loans. There are grade level progressions and loan limits used for the administration of these loans.

The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education:

Federal Direct Subsidized Loan: This is a need-based-loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Unsubsidized Loan: This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues during all periods. The recipient has the option to pay the interest or to defer payment of the interest for the grace period. This is known as capitalization. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Plus Loan: This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent's education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a "parent" for PLUS Loan eligibility is a student's biological, adoptive or step-parent in the event that person's income would

have been taken into consideration when calculating the student's expected family contribution (EFC). Interest is charged during all periods.

VERIFICATION

Students selected by the U.S. Department of Education for the process of verification are frequently required to submit additional information and/or parents' financial & household information to the finance office. The verification procedures will be conducted as follows:

1. When selected by the U.S. Department of Education for the process of verification, the student must submit all required documentation to the finance office within 10 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all of the required documentation within the 10 day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.
3. The finance office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances.
   The finance office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

CONFLICTING INFORMATION

Hinton Barber and Beauty College understands that all conflicting information must be resolved before any Title IV funds can be disbursed. Students with conflicting information in their files or paperwork may be selected for verification by the school or its servicer in order to resolve the information in question.

CODE OF CONDUCT

Hinton Barber and Beauty College is committed to ensuring the integrity of its employees and students with respect to all aspects of its schools and operations. Compliance with all applicable laws, regulations, company policies & procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all employees. Employees assisting students in the financial aid process are required to affirm that they will 1) be ethical and conduct themselves with integrity, 2) avoid any conflicts of interest and comply with all Codes of Conduct required by the school, 3) provide prospective and enrolled students with accurate and complete financial aid and policy information, 4) keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA), and 5) comply with federal and state laws and regulations, accreditor rules, and school policies & procedures.

VOTER REGISTRATION

The school encourages its students to be registered voters and to exercise their right to vote. Students can register to vote in California at
www.californiaevoter.com, at www.londistancevoter.org or at www.sos.ca.gov/elections.

VACCINATION POLICY

While the school encourages its students to lead happy healthy lifestyles and stay disease free it does not have any specific vaccination policy. Vaccinations are not a requirement to be licensed in the State of California.

CAREER COUNSELING

Career counseling is stressed throughout the course in the areas of personal grooming and hygiene, and good posture. Also stressed throughout the course is communication with others both verbal and non-verbal. Areas that are discussed both in class and on a one-to-one basis are the different specialized fields; one may go into, such as competition and platform work, color technician, manager-operator, instructing, etc.

EMPLOYMENT ASSISTANCE

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review.

CAMPUS CRIME STATISTICS & SECURITY INFORMATION

A handout detailing campus crime statistics is provided at the time of enrollment and is also made available upon request from the school Director.

OSHA REQUIREMENTS

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the coursework the student learns about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

POLICY FOR SAFEGUARDING STUDENT INFORMATION

Hinton Barber and Beauty College is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Owner/administrator shall be responsible to coordinate the school's information security program. The Director shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school will be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they enroll.

Hinton Barber and Beauty College shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

TERMINATION/WITHDRAWAL

The school may terminate a student prior to the completion of their program for one or more of the following: 1) Insufficient academic progress. 2) Not fulfilling financial obligations to the school. 3) Failure to comply with the rules and regulations of the school. 4) Failure to comply with the Tardy/Attendance policy of the school. 5) Insubordination. 6) after 10 consecutive school days of absence or 7) in the case of a leave of absence on the documented date of return if the student does not return.

RETURN OF TITLE IV FUNDS

Federal law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, TEACH Grants, Direct Student Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all of the funds that he/she earned, the student may be due a Post-withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the school must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The school may automatically use all or a portion of the Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs the student's permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission (some schools ask for this when upon enrollment), the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce his/her debt at the school.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawal, the student will not receive any Direct loan funds that they would have received had they remained enrolled past the 30th day. If the student receives (or the school or parent receives on their behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of: the institutional charges multiplied by the unearned percentage of the student's funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of the student's Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must

return, he/she (or the parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or was scheduled to receive. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

THE ORDER OF RETURN OF TITLE IV FUNDS:

The institution must return Title IV funds to the programs from which the student received aid during the payment or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Federal Pell Grants for which a Return is required

The institution must return unearned funds for which it is responsible as soon as possible, but no later than 45 days from the determination of a student's withdrawal.

The requirements for Title IV program funds when a student withdraws are separate from any Institutional Refund Policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge for any Title IV program funds that the school was required to return. If a student has questions about his/her Title IV program funds, he/she 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.

CANCELLATION AND REFUND POLICIES

(Article 6) CEC §94822, §94820, §94823, §94824

1. Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that
   a. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid with the exception of the registration fee. This policy applies regardless of whether or not the student has actually started training.
   b. A student (or in the case of a student under legal age, his/her parent guardian) cancels his/her contract and demands his/her money back in writing within 7 business days of the signing of the enrollment or contract. In this case all monies collected by the school shall be refunded except a registration fee. This policy applies regardless of whether or not the student has actually started training.
   c. A student cancels his/her contract after seven business days after signing, but prior to entering classes. In this case he/she shall be entitled to a refund of all monies paid to the school less application fee of $100.
   d. A student notifies the institution of his/her withdrawal
   e. A student on an approval leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not returning or
   f. A student is expelled by the school

g. In type b, c, d or e official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification of the date said information is delivered to the school administrator/owner in person

2. Any monies due a student who unofficially withdraws from the institution shall be refunded with 45 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, the school monitors student attendance weekly.
3. Books and tools are non-refundable items.
4. Program Cancellation Policy: If a program or course is canceled subsequent to a student's enrollment, and before instruction in the program or course has begun, the school shall at its option:
   a. Provide a full refund of all monies paid with the exception of the registration fee; or
   b. Provide completion of the program course.
5. For all students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds
6. School closure Policy: If a school closes permanently and ceases to offer instruction after students have enrolled or if a program is canceled after students have enrolled and instruction has begun, the students shall receive a pro-rata refund of tuition.

PERCENTAGE OF PROGRAM COMPLETED	AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
01% to 60%……..	Pro Rata Refund- Hourly
61% and over…….	100%

HYPOTHETICAL REFUND EXAMPLE:

- A student withdraws from the barbering program after 200 scheduled hours of instruction [20%]
- Barbering Course total: $15,939.55
- less the $100 application fee, tools and equipment $2179.55, and STRF fees of $35: Total $13,625
- (tuition= $13,500 divided by 1000 hours)= $13.50 hourly program charge. 200 hours x $13.50= $2,700
- $13,625 less $2,700 and $125 refundable CA State board exam fee= **$10,800 refund**.

COPYRIGHT LAWS POLICY

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov.HEA section 485(a

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