Bellus Academy Catalog

BELLUS ACADEMY

Poway
13266 Poway Road
Poway, CA 92064
858-748-1490

www.bellusacademy.edu

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ACCREDITATION

BELLUS ACADEMY
Accredited by:
NATIONAL ACCREDITING COMMISSION OF
CAREER ARTS & SCIENCES (NACCAS)
3015 Colvin Street
Alexandria, VA 22314
703.600.7600
The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy.

MEMBERSHIPS

- American Association of Cosmetology Schools (AACS)
- California Association of Private Postsecondary Schools (CAPPS)
- Career Education Colleges and Universities (CECU)
- International Spa Association

APPROVALS

- Bureau for Private Postsecondary Education
- California Board of Barbering and Cosmetology
- California State Approving Agency for Veterans Education
- Bureau of Indian Affairs

APPROVAL DISCLOSURE STATEMENT

Bellus Academy, 13266 Poway Rd., Poway, CA, 92064. Instruction is in residence and/or distance education (hybrid) delivery with facility occupancy level accommodating 300 students at any one time. The following programs are approved:

Barbering Foundation	1000 hours	Esthetics	600 hours
Barbering Foundation Hybrid	1000 hours	Esthetics Hybrid	600 hours
Advanced Barbering	1500 hours	Esthetics 102*	750 hours
Advanced Barbering Hybrid	1500 hours	Esthetics 102 Hybrid*	750 hours
Barbering Cosmetology	1800 hours	Esthetics 103	900 hours
Barbering Cosmetology	1400 hours	Esthetics 103 Hybrid	900 hours
Barbering Cosmetology Hybrid	1800 hours	Esthetics Nail Technology*	1000 hours
Cosmetology Foundation	1000 hours	Esthetics Nail Technology Hybrid*	1000 hours
Cosmetology Foundation Hybrid	1000 hours	Spa Nail Technician	600 hours
Advanced Cosmetology	1500 hours	Makeup Artistry*	150 hours
Advanced Cosmetology Hybrid	1500 hours	Massage Therapy*	750 hours
Cosmetology 102*	1750 hours	Holistic Health Practitioner*	1000 hours
Cosmetology 104*	1900 hours	Spa Nail Technician	600 hours
Master Makeup Artistry*	602 hours		

*Currently not offered

*Continuing Education Courses – *Currently Not Offered*			
Bellus Education Creative	*150 hours*	*Out of the Kit FX*	*14 hours*
Inclusive Health Ambassador	*40 hours*	*Working with Prosthetics*	*21 hours*
Airbrush	*35 hours*		

The institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions. California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact. Prospective enrollees are encouraged to visit the physical facilities of the academy and to discuss personal, educational, and occupational plans with academy personnel prior to enrolling or signing enrollment agreements. The academy has available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. Please see the Financial Aid Information pages in this catalog for more details. The California Board of Barbering and Cosmetology sets minimum standards for the programs of study. The minimum number of class

hours and the total class hours for each program, outlined in the Board's Rules & Regulations booklet, must be met to qualify the student for licensure. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for any further action may be made in writing to Lynelle Lynch, President. Unresolved complaints may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, 916.574.8900 or toll free at 888.370.7589, or the National Accrediting Commission of Career Arts & Sciences (NACCAS), 3015 Colvin Street, Alexandria, VA 22314, 703.600.7600.

Approval to Operate

Bellus Academy campus in Poway is approved by accreditation to operate as private postsecondary institutions in the State of California, approved to operate means compliance with state standards as set forth in the California Private Postsecondary Act of 2009 and Division 7.5 of Title 5 of the California Code of Regulations. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, West Sacramento, CA 95798-0818, 916.574.8900 or toll free at 888.370.7589.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897 or to the National Accrediting Commission of Career Arts and Sciences (NACCAS), 3015 Colvin Street, Alexandria, VA 22314, 703.600.7600.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, Option #5 or by visiting https://osar.bppe.ca.gov/

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.

The academy has never had a pending petition in bankruptcy, operated as a debtor in possession, filed a petition within the preceding five years, or 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.).

LOCATION AND FACILITIES

BELLUS ACADEMY – 13266 POWAY ROAD, POWAY, CA 92064 – 858.748.1490

The Poway campus is a large, spacious training facility. The physical area comprises approximately 20,000 square feet and includes clinic areas, classrooms, lunchroom, reception area, facial and massage rooms, and offices.

Administrative offices are open from 9 am to 5 pm Monday through Friday or by appointment.

EQUIPMENT AND MATERIALS

Equipment and materials used in each program are industry standard or above and include, but are not limited to, Pivot Point LAB for Barbering, Cosmetology and Esthetics, Pivot Point texts for nail programs, and Advanced texts for Esthetics, and Make-Up Designory texts and curriculum for Makeup Artistry programs. Equipment is provided in the student kit for each program that includes, but is not limited to, shears, blow dryers, combs, brushes, and other required tools for barbering and cosmetology programs, Make-Up Designory tools and products for Makeup Artistry students, and OPI products for nail programs. Teaching aids include videos, demonstrations, lectures, preparation, and practice.

CAMPUS SECURITY

Any person witnessing some form of criminal action or other emergency should report it to the supervisor on duty at the academy. The Academy Director will investigate the incident and report it to the local Police Department if appropriate.

All facilities are locked during non-business hours. During these hours, only authorized personnel are permitted on the premises. The receptionist, Academy Director, or supervisor will unlock the premises and terminate the alarm each morning. The night supervisor, instructor and/or receptionist will lock up and set the alarm in the evening at closing time. There will always be two employees closing the facilities in the evening. The alarm system is a motion and infra-red security system. If the system is activated, the police are summoned automatically.

The academy does not employ any private security personnel. All incidents of criminal or emergency nature are reported to the local Police Department.

During orientation, theory, and staff meetings, students and employees are informed about the importance of secure premises. Students and employees are encouraged to group together when walking to their cars or bus. Parking is at your own risk in the parking lot. Staff is also reminded that they can assist in crime prevention by ensuring that all doors are locked. Also, they must report any suspicious situation to the supervisor.

The academy does not recognize any off-campus student organizations.

Our company policy for all our employees requires them to sign a drug policy prior to hire. The sale or use of alcohol and illegal drugs are not permitted at the school or its adjacent parking facilities. Anyone observed using illegal drugs and any underage alcoholic consumption should be reported to the Academy Director and will be referred to local police authorities. The school has a drug and alcohol prevention program in place as required under Public Law 101-226.

Please see our full Campus Security and Title IX Policy at: https://bellusacademy.edu/consumer-and-student-disclosures/

ADMINISTRATION / FACULTY

Bellus Academy in Poway is incorporated under Poway Academy of Hair Design, Inc. **The Chief Officer is Lynelle Lynch, President and CEO**. Corporate staff operate out of the Administrative Offices, located at Bellus Academy, 13266 Poway Road, Poway, CA 92064. Every effort is made to ensure this listing is accurate and up to date. However, because reassignments may be made at any time, the listing may not be the most current reflection of staff assignments.

Corporate & All Campus Staff

President & Chief Executive Officer	Lynelle Lynch	**Admissions Manager**	Christie Sto Domingo
Vice President	David Yocum	**Admissions Support Manager**	Wendy Floyd
Chief Financial Officer	Ryan Fulmer	**Assistant Compliance Director**	Raquelle Culver
Chief Financial Officer	Denisa Martens	**Accounts Payable Specialist II**	Cathleen Noman
Controller	Margie Conley	**Accounting Administrative Assistant**	Tiffany Burnett
Director of Financial Aid	Becky Herrera	**Payroll Specialist**	Michele Vasquez
Director of Compliance	Charlene Hengen	**Facilities and Maintenance**	Jesus Zavala
Director of Student Affairs	Andrea Kinsey	**Inventory Control Specialist**	Andrew Bowers
IT Director	JR Paguia	**Event & Community Outreach Coordinator**	Floyd Carmona
Director of Marketing	Sheila Lawrence	**Academic Support Administrator**	Michael Stewart
Director of Salon & Spa Services	Joanne Berry	**Corporate Trainer**	Todd DaSilva
Director of Curriculum & Educator Development	Adrian De La Parra	**Admissions Support Representative**	Ashley Hernandez
Human Resources Manager	Cindy Cordova	**Admissions Support Representative Lead**	Nicole Higginbotham
Business Office Manager	Rebecca Dominguez	**Admissions Support Representative**	Julia Cox

Poway Administrative Staff

Academy Director	Anna Malbrough	**Student and Career Services Coordinator**	Yesennia Acosta
Financial Aid Representative	Amanda Budd	**Experience Coordinator**	Jeanne DeSantis
Financial Aid Representative	Gustavo Matiaz	**Experience Coordinator**	Morgan Almaas
Admissions Representative	Lori Pirolli	**Experience Coordinator**	Emma Hudson
Admissions Representative	Maria Steyn		

Poway Instructional Staff

Briana Emerick	Crystal Westbrooks	Anthony Rhodes Barnhardt	Michelle Piper-King
Nathan Benson	Larissa Harbert	Cheylynn Monaghan	Marla Franko-Galvin
Victoria Levine	Jessica Cedillo	Christopher Rodriguez	Paulina Tran
Breanna Kennedy	Renita Mongtomery	Maryrose Leivas	Alaura Soukthavong
Audra Quinones	Aubrey Wolf		

Poway Substitutes

Melissa Gonzalez	Lanabelle Bogan	Jennifer Burke

FACULTY INFORMATION

INSTRUCTOR QUALIFICATIONS

Each member of our academy staff is dedicated to the success of our enrolled students.

California instructors possess a minimum of three years of experience, education, and training in current practices of the subject area they are teaching, per California state law. Some programs may utilize Teaching Assistants and/or Clinic Coordinators who are trained in all educational areas offered in their respective programs, are licensed and/or certified in their field, and work under the direct supervision of a full-time instructor.

SUBSTITUTES

Substitute educators meet state and/or licensure requirements in order to instruct students in their respective programs.

EDUCATIONAL OBJECTIVES/MISSION STATEMENT

Our mission and educational objectives of our training programs are:

It is the mission of Bellus Academy to create a culture of excellence for post-secondary education where students are inspired to achieve their career goals in the beauty and wellness industry.

GENERAL INFORMATION

NON-DISCRIMINATION AND TITLE IX POLICY

The institution does not discriminate, and does not tolerate discrimination, on the basis of race, creed, color, religion, sex, sexual orientation, gender identity, disability, age, marital status, national origin, ethnic origin or Vietnam-era/disabled veteran, or on any other basis prohibited by federal or state law, in its admission, instruction, graduation or employment policies or in its educational programs or activities.

Further, the institution is required by Title IX of the Higher Education Act not to discriminate on the basis of sex in such a manner. Questions regarding Title IX may be referred to the academy's Title IX coordinator or to the U.S. Department of Education's Office of Civil Rights ("OCR"). The institution's Title IX coordinator is Raquelle Culver. She may be contacted by telephone at 858-748-1490 or by email at titleixcoordinator@bellusacademy.edu. Please see our full Title IX Policy at: https://bellusacademy.edu/consumer-and-student-disclosures/.

STUDENTS WITH DISABILITIES

Bellus Academy does not discriminate on the basis of disability in admission or access to its programs, services, or activities of individuals who meet essential eligibility requirements. The academy will provide reasonable academic adjustments for documented disabilities of individuals who are eligible to receive or participate in academy programs, services, or activities. It is the student's responsibility to inform the Admissions representative and/or the Section 504 Coordinator, prior to enrollment, with specific adjustments requested, including supporting documentation, in order to create an academic plan to meet your needs. The Section 504 Coordinator is Andrea Kinsey, Section504Coordinator@bellusacademy.edu.

RECORD RETENTION

The institution maintains student records for a period of not less than two years onsite at its principal places of business and at an offsite facility for an additional five years, within the state of California. Transcripts are maintained indefinitely. All records related to accreditation are maintained in accordance with state and federal law, but not less than six years.

INSTRUCTIONAL LANGUAGE

The academy does not enroll students from other countries. The academies are English-speaking facilities, and all instruction is conducted in the English language. Students must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam. The academy does not offer English-as-a-second-language instruction.

STUDENT ADVISORY SERVICES

Students are routinely advised on attendance and academic issues. Outside agencies are recommended when the academy finds that the student needs professional assistance in areas such as childcare, transportation, housing, or family, financial or legal advice. Students have access to a community resource binder showing a list of local agencies that offer professional assistance, and links are provided to the following resources:
San Diego Health and Human Services (https://www.sandiegocounty.gov/content/sdc/hhsa/services.html) that provides a list of local agencies that offer professional assistance.

RECORD KEEPING

Student practical and theory hours are recorded daily on individual practical operation sheets and are posted to the computer. These sheets are reviewed and signed by an instructor. Attendance hours from the time clock are downloaded to the computer daily. Roll call is taken multiple times daily in the classrooms. Cumulative attendance hours are available for students to check weekly. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program. Informal progress reports are distributed monthly so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor. The Bellus App is available to students for an electronic version of the progress report.

STUDENT RECORDS POLICY / PRIVACY / RELEASE OF INFORMATION (FERPA)

The academy complies with the Family Educational Rights and Privacy Act (FERPA) in regard to release of student information. Students (and/or authorized parent or guardian) have the right to view their file by setting up an appointment with the administrative office. Any information pertaining to a student's academy record will only be released upon written instructions and/or permission of the student (or parent or guardian if the student is a dependent minor). In all cases, when any record is being reviewed, a designated academy representative will be present. The academy's accrediting agency (NACCAS), the state (California) approval agencies, and other governmental agencies (ex. IPEDS, US Department of Education Gainful Employment regulations) automatically have the right of access to student records. The policy requires written consent for each request from third parties. Bellus Academy may release directory Information to certain vendors.

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, "directory information" includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. A school may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." 34 CFR § 99.3 and 34 CFR § 99.37.

COMPLAINT PROCEDURE

It is the goal of Bellus Academy to provide quality educational training and programs. When problems arise, students should make every attempt to find a fair and reasonable solution by working with the academy to resolve the issues. Persons seeking to file a complaint are advised to follow the procedure below:

1. Complainant must submit their concern to the Academy Director in writing.
2. The written complaint should outline the specifics of the complaint, as well as the requested action the student feels would rectify the situation. All written complaints are responded to within 10 days.
3. In the event that the complainant is not satisfied with the outcome of the above proceedings, they may pursue the matter further by contacting:

Bureau for Private Postsecondary Education
(BPPE)
1747 North Market Blvd., Suite 225
Sacramento, CA 95834
www.bppe.ca.gov
916.574.8900 (Toll free 888.370.7589)

National Accrediting Commission of Career Arts & Sciences
(NACCAS)
3015 Colvin Street
Alexandria, VA 22314
www.naccas.org
703.600.7600

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 916.574.8900 (Toll-free 888.370.7589) or by completing a complaint form, which can be obtained on the Bureau's internet web site www.bppe.ca.gov.

The complaint must be stated in writing. A complaint form may be made available through the above agencies.

STUDENT ID

New students will be issued a picture ID badge showing their student ID number and campus location. Students must wear their ID badge when on academy premises. If lost or stolen, students may purchase a new ID badge for $5.

STUDENT PHOTO RELEASE

Students attending Bellus Academy give the school the absolute right and permission to take photographs and/or video of the students in class, in clinic or in lab for advertising, trade publications and/or any other lawful practice.

STUDENT LOCKERS AND PERSONAL ITEMS POLICY

Students are responsible for their own personal property. The academy is not responsible for loss or theft of personal items. All articles should be labeled with permanent markers or engraved with the student's name. **Please note:** Student lockers are subject to inspection at any time. State Board inspectors may ask to have personal lockers opened during a State Board inspection of the premises. It is grounds for a citation if inspectors do not have access to all facilities.

BELLUS ACADEMY UNIFORM

Specific uniform requirements are issued to each student prior to class start. The required uniform includes, but is not limited to, the following:
School issued uniform that includes Bellus branded scrubs, Jackets, and T-shirts included in kit.

INSTRUCTIONAL SCHEDULES

The academy offers full-time day and evening schedules as follows:

Day Schedules: Each student has a 30-minute lunch break when the schedule exceeds 6 hours.

Monday through Friday 9:00 a.m. – 4:30 p.m. (35-hour week)	Monday through Friday 9:00 a.m. – 3:30 p.m. (30-hour week)	Monday through Friday 8:30a.m – 4:30p.m. (37.5-hour week)
Barbering	All Esthetics	Makeup Artistry
Cosmetology	Spa Nail Technician	

Night Schedule: Each student has a 15-minute break.

Monday through Friday, 5:00 p.m. – 10:00 p.m. (25-hour week)
All programs

DISCLOSURES OF CHANGES TO SCHEDULES, DATES AND / OR LOCATION

Depending on the program in which the student is enrolled, there may be changes to the scheduled hours, changes to dates that sections of the program are offered, and/or changes to the location at which the program or sections of the program are offered. Coursework that is delivered through distance education is completed at a location determined by the student.

DISTANCE EDUCATION TECHNOLOGY RESOURCES

Distance Education instructional resources are available to the students through online learning platforms that are accessible from their personal computers, laptops, iPads, tablets, smartphones, etc. Programs use Pivot Point LAB for access to digital textbooks, online course materials and study guides as applicable to a students' program of enrollment. Distance education activities may include video-conferencing lectures, PowerPoints, Activities, Exercises, Videos, Quizzing, Flashcards, Digital Portfolio and Glossary.

ATTENDANCE / CLOCK-IN APP

Attendance and participation is tracked through a unique student login and password entered by the student in the Campus Login Student Information System. Students must have "Location" allowed on the device they are using for clock-in in order to be registered as attending. Students have the responsibility to clock in and out daily for class and lunch breaks. Failure to do so will result in loss of hours attended. Students are directed to see Student Services for any questions or concerns with attendance tracking or procedures.

BELLUS ACADEMY STUDENT APP

All students have access to a mobile app giving 24/7 connectivity with an internet connection using a unique student login and password for review of progress reports, academics, attendance, and job postings. The Bellus Academy Student App is the student's source for daily information, it provides a private means for students to communicate with faculty and school administrators, including but not limited to, private online forums, chat with instructors and classmates directly submitting questions to the instructor or administrative personnel.

VOTER REGISTRATION

In California you may register to vote by completing the online voter registration form at: https://www.sos.ca.gov/elections/voter-registration and then mailing it to the pre-printed address on the form. You may also register to vote whenever you apply for or renew your driver's license or state-issued ID card. Voter registration forms are also available in the Admissions and Financial Aid offices at each campus. For more information, please visit the California Secretary of State website at: https://www.sos.ca.gov/elections.

HOUSING

The academy does not provide housing for students but may be able to assist in researching suitable accommodations. Please refer to the Bellus Academy Off-Campus Housing website at http://bellus.och101.com/ for more information.

LEARNING RESOURCES

Supplementary instructional resources are available to the students through online learning segments that are accessible either from their personal computers or through the computers that are available for student use in the Resource area. Additional hard copy and CD/DVD instructional materials are available in the classroom or from educators. Resources are available to students at any time during school hours. Items are only intended for on-site usage due to limited supplies.

EXTERNSHIP PROGRAM (As Available Only)

The availability of Externship Programs varies and is dependent upon the number of salons and spas that have contracted with the academy and the number of eligible students. These programs are designed to develop proactive partnerships between salons and spas, the academy and our students. Externships provide the students with real-life, hands-on experience at highly successful, dynamic, and inspiring salons and spas. Students earn classroom hours while participating and assisting in salon and spa activities. Students who have completed 60% of their program of study and are current with their clinic operations may participate in the Externship Programs, if available. Attendance for Externships may not exceed eight (8) hours per forty (40) hour week and cannot exceed more than ten percent (10%) of the total clock hours required for the completion of their basic program of study, including hours earned from Community Events. NOTE: Authority cited: California Business and Professions Code, Section 7395.1 These programs are not a requirement for graduation.

COMMUNITY SERVICE AND OFF-SITE LEARNING

The academy frequently participates in community events, salon visitations, extended training sessions in product knowledge and technical instruction, and various other extra-curricular activities. Students are expected to participate in representing the academy at these events when requested to do so. Participation opportunities may vary between day and evening schedules. Attendance for these events is combined with cumulative hours from Externships and cannot exceed ten percent (10%) of the total clock hours required for the completion of their basic program of study.

RULES AND REGULATIONS / GENERAL

1. You are a student attending the academy. You are not considered an employee of the academy.
2. Professional conduct is the only level of conduct we expect from our students. The student is required to treat clients, instructors and fellow students with professional courtesy and awareness.
3. The academies are closed on the following days:

January 1st -New Years Day	May 26th -Memorial Day	July 4th -Independence Day	September 1st -Labor Day
November 27th -Thanksgiving	November 28th - Day After Thanksgiving	December 25th- Christmas Day	December 26th – Day After Christmas

4. Makeup work will be assigned by way of oral, written, or practical assignment, depending on the judgment of the instructor as to which type of assignment would best benefit the student. Students may have to complete more than one assignment to meet their requirements. Required assignments and/or exams that are not made up within 14 days from the original assignment, except in cases of LOAs or other extenuating circumstances, may result in the student's being dropped from the program.
5. No unauthorized use of recording devices is permitted. No audio or video recordings may be made without the expressed permission of the Academy Director.
6. Food and beverages may only be consumed in the student lounge and are not permitted on the clinic floors or in classrooms.
7. No smoking will be allowed in the buildings at any time. Smoking is permitted in designated areas only. This policy is for the health and safety of all students and staff. Smoking is not allowed within 20 feet of a building entrance or in front of any of our fellow businesses. Your cooperation is requested.
8. The academy does not tolerate any unprofessional behavior. Such behavior includes dishonesty; lack of professional demeanor; stealing; willful destruction of academy property; refusal of clinic work; disobedience or disrespect towards clients, another student, an administrator, faculty, or staff member; unethical conduct in regard to cheating, plagiarism, copyright infringement, falsification or misrepresentation of material information in any records, financial documents or sign-in sheets, whether inadvertent or deliberate.
9. The academy has Emergency Response and Evacuation Procedures in place. Evacuation routes are posted throughout the facility.
10. The academy does not require vaccinations.
11. The academy has a Zero Tolerance Policy regarding activities creating a safety hazard to other persons at the academy including, but not limited to, bullying, cyber-bullying, verbal abuse, sexual harassment, threats of violence, possession and/or use of drugs, alcohol or weapons, including mace or pepper spray, on academy premises or at academy-related events. Violation of Zero Tolerance Policies will result in immediate expulsion from the academy.
12. Information regarding drug and alcohol abuse prevention is presented to students and staff annually. Additional information is updated regularly and is available in the community resource binder that is maintained in the administrative office. The binders show the link to the San Diego Health and Human Services website that provides a list of local agencies that offer professional assistance. Information regarding the agencies can be accessed from the SDHHS home page at: https://www.sandiegocounty.gov/content/sdc/hhsa/services/
13. Detailed procedures and optional best practices are outlined in the academy's Guidelines for Success and other documents issued to the student prior to class start.
14. Violation of rules and regulations can result in disciplinary consequences including suspension and/or termination/expulsion from the program. Suspended hours will be deducted from student's allowable absence hours. The student is responsible for either making up suspended hours to complete the program or for any resulting overtime charges at program completion.

NON-DISPARAGEMENT POLICY – Positive Representation of Bellus Academy

Students of the academy acknowledge and agree that Disparagement refers to negative remarks about the academy, its students, employees and associates, which are made maliciously and/or recklessly about those individuals and/or entities. The availability of social media (Facebook, YouTube, Twitter, etc.) carries the responsibility to use these forms of communication with integrity in networking for employment and/or social interaction; therefore, students shall refrain from making any public statement or statements, through social media or otherwise, about the academy and/or other students, former students, instructors, or employees and staff members of the academy.

Violation or non-compliance with this policy will result in disciplinary action, up to and including immediate termination from the academy.

ATTENDANCE POLICIES

TARDINESS POLICY

Each student is very important to Bellus Academy. Regular attendance is essential to the successful performance of each of our programs and is especially important in the development of our future leaders in the Beauty and Wellness industry. All students are expected to be clocked in and ready to begin class and remain in the classrooms and/or on the campus until their regularly scheduled ending time, except when clocked out for lunch breaks. Students not physically present in class at their class start time are considered absent. If clock-in occurs after start time, student is tardy. Student attendance is monitored closely so that students maintain satisfactory progress. Failure to maintain the assigned class schedule may cause a student to be placed on probation, possibly resulting in the discontinuance of financial aid, which could increase the student's personal financial obligation to the academy. Students must submit an absent/late notice to the hotline before the scheduled start time of their class if they are going to be late for school. Students must provide their full name, student ID number, program, the reason for absence and expected date/time of absences. All tardy hours are calculated into the total allowable absence hours. Frequent tardiness may result in overtime charges.

Late Entry – Without proper documentation, AM students arriving after 9:00 a.m. may not clock in until 9:30 a.m., and PM students arriving after 5:00 p.m. may not clock in until 5:30 p.m. Proper documentation is also required in order to clock in after the 9:30 am or 5:30 pm late clock-in times.

ABSENCE POLICY

All absences must be reported. All vacations and scheduled time off requests must be submitted a minimum of 24 hours in advance by filling out a Student Absent Request. Requests can be made via email, Bellus App to Student Services, or Student Hotline. Students are urged to make personal appointments at off-scheduled time or near the beginning or end of your scheduled school hours. If appointments must be scheduled during academy hours, a minimum of 24-hour notification must be provided. With proper and verifiable documentation, the student will be allowed to return to classroom participation and receive credit for the remainder of the hours for the day. Documentation must be provided at the time they return to class or admittance will not be honored. All absences will result in accrued absent hours unless the student is on an approved Leave of Absence on file with the Financial Aid Office. Students unable to attend school must notify the school via the absence hotline. Students must provide their full name, student ID number, program, the reason for absence and expected date/time of absences.

LEAVING EARLY

Students who are aware that they must leave early must submit a book out in advance by notifying their educator in order to prevent scheduling issues for exams, clients, field trips, etc. If a student is clocked in and cannot be found on the campus during a period of time, they will not get credit for hours after the last roll call at which they were present. All early departure hours are calculated into the total allowable absence hours. Frequent loss of hours due to early departures may result in overtime charges.

LEAVE OF ABSENCE POLICY

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A Leave of Absence is restricted to Medical, Military, or Family Emergency.

NOTE: *Due to the nature of the schedules for the phases in advanced programs, special circumstances may apply. Any time missed may have to be made up at another location or may require an extended Leave of Absence, up to a maximum of 3 months, until the missed subject occurs again in a subsequent phase. Please see your Academy Director or Financial Aid officer for details.*

In order for an LOA to qualify as an approved LOA, the request for leave of absence must be submitted in advance in writing, must include the reason for the student's request, the expected return date and must be signed by the student.

In the event that unforeseen circumstances prevent a student from providing the request prior to the LOA, the academy will document the reason for granting the LOA and will require the request from the student at a later date. In this instance, the beginning date of the approved LOA would be determined by the academy to be the first date the student was unable to attend the academy because of the circumstance.

Students requesting a leave of absence from the institution must submit a written request to a Student Services or Financial Aid Representative in advance of the time off requested. The request should be signed and dated by the student and must contain the dates the student expects to be unable to attend school, including the date the student expects to return to school. All leave of absence requests must be approved by the Academy Director.

A student on a leave of absence will incur no additional charges by the school. A Leave of Absence and/or failure to return from a Leave of Absence may affect your loan interest rates and/or repayment timeline. Please see your Financial Aid representative for more information.

The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12- month period.

A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The academy will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

If a student loan recipient does not return from an approved leave of absence, the withdrawal date will be set retroactively and the student could have used up some or all of the grace period for their loan. The grace period starts on the last day of attendance. The withdrawal date for the purpose of

calculating a refund is always the student's last day of attendance. All refunds will be due 45 days from the date of determination. Any student failing to return to the academy after the expiration of a leave of absence will be withdrawn from school on that day and the withdrawal date will be their last day of attendance. Students who do not return are required to complete an exit interview with the academy's Financial Aid department.

DROP-OUT POLICY

The student's enrollment may be terminated at the election of the Academy Director, if the student's academic progress, behavior, absences, lateness, or dress does not conform to the requirements, rules and regulations of the academy (as stated in the catalog and Guidelines for Success); in which event, the extent of the student's tuition obligation will be in accordance with the academy's refund policy.

RE-ENROLLMENT POLICY

Students desiring to reinstate in the academy within six months of their last date of attendance will be readmitted at their original cost. Students desiring to re-enroll in the academy after a 6-month lapse must sign a new enrollment agreement. The new enrollment agreement will be based on the current cost of tuition and fees; however, the previous hours earned may be used as credit in computing new charges, depending on the elapsed time between the last day attended and re-enrollment. Please consult with your Admissions Representative regarding the academy's transfer policy for specific information. A student re-enrolling re-enters at the same progress status as when they left. A re-enrolling student failing to meet minimum satisfactory progress requirements at the time of withdrawal will have the same status when they return. Re-enrolling students on probation are not eligible to receive Financial Aid and will be admitted on a cash basis only. Financial Aid may be reinstated when the student achieves satisfactory progress at their next evaluation point.

MANDATED HOURS OF ATTENDANCE POLICY

Students must complete the state-mandated hours per their program of study. These requirements are as follows for both Residential and Hybrid programs:

Barbering Foundation	Satisfactory completion of 1000 hours
Advanced Barbering	Satisfactory completion of 1500 hours
Barbering Cosmetology	Satisfactory completion of 1800 hours
Barbering Cosmetology	Satisfactory completion of 1400 hours
Cosmetology Foundation	Satisfactory completion of 1000 hours
Advanced Cosmetology	Satisfactory completion of 1500 hours
*Cosmetology 102	Satisfactory completion of 1750 hours
*Cosmetology 104	Satisfactory completion of 1900 hours
Esthetics	Satisfactory completion of 600 hours
*Esthetics 102	Satisfactory completion of 750 hours
Esthetics 103	Satisfactory completion of 900 hours
*Esthetics Nail Technology	Satisfactory completion of 1000 hours
Spa Nail Technician	Satisfactory completion of 600 hours
*Makeup Artistry	Satisfactory completion of 150 hours
*Holistic Health Practitioner	Satisfactory completion of 1000 hours
*Massage Therapy	Satisfactory completion of 750 hours
*Master Makeup Artistry	Satisfactory completion of 602 hours

*Not currently offered

REQUIREMENTS FOR ADMISSION

Students desiring to enroll in Bellus Academy must have reached the age of majority (i.e., 18 in California), and must provide a high school diploma, or its equivalent (i.e., a GED or a certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma), a transcript showing high school completion, or evidence of completion of home schooling that state law treats as a home or private school. Students who have previously taken an ATB test and who have been enrolled at an institution on that basis prior to July 1, 2012, remain eligible to receive Title IV. Bellus Academy does not enroll students under training agreements.

Students who provide documentation in any language other than English will be required to have that documentation translated by an approved outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. The Admissions Director can provide a list of approved translation services and service centers. All prospective students are encouraged to participate in a shadow day to gain more insight into the program they are considering. Please ask the Admissions Representative about the details of this opportunity.

DISTANCE EDUCATION REQUIREMENTS

Students enrolling in a program that offers a distance education delivery method (hybrid) must meet the minimum student skills, hardware, and software requirements to enroll in any distance education (online) courses. Students will be assessed, prior to admission in the program through completion of a Distance Education Questionnaire on whether the student has the appropriate skills and competencies needed to succeed in the distance education environment.

DISTANCE EDUCATION MINIMUM STUDENT SKILLS REQUIREMENTS

Students are expected to have at least the following skills prior to taking distance education courses:

a. Basic keyboarding competence
b. Elementary knowledge of their computer operating system
c. Basic knowledge of software and tools such as:
    i. Word processor
    ii. E-mail
    iii. Internet browser

DISTANCE EDUCATION TECHNOLOGY REQUIREMENTS

Hardware Requirements:
PC (personal Computer), laptop, iPad, or tablet with access to a Windows®/MacOS™/iOS; iPads are provided in the standard Bellus Academy student kit (excludes spa nail technician program).

Software Requirements:
Microsoft Word compatible or RTF (rich text format); Applicable Browser; E-mail software/Web browser capable of supporting email activity (sending/receiving attachments); Download and install the following software (or comparable alternatives): Adobe Acrobat Reader, CourseKey, Bellus Academy App; Optional: Antivirus Software.

Internet Access:
Internet access either via modem and phone line high speed BROADBAND access; Internet service provider for home/work access; e-mail account for sending and receiving electronic email; ability to video conference in real time (appropriate equipment needed - camera, microphone).

VERIFICATION OF HIGH SCHOOL DIPLOMA

The academy will verify the authenticity of the high school diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation and the courses completed. If a transcript is not available, the student will be required to meet the ability to benefit (ATB) requirements or take and pass a GED test prior to enrollment.

GED CERTIFICATION

Please see your admissions representative for information regarding online GED prep courses. There is no online GED Test. The GED Test must be taken in person at a location approved by the state. Your admissions representative can provide more information regarding costs and test dates or you may refer to the adult school location in your area listed below:

Poway Unified School District – Adult School
PUSD Twin Peaks Center
13626 Twin Peaks Road
Poway, CA 92064
(858) 668-4024
http://www.powayusd.com/pusdctae/

NOTICE OF ARBITRATION AGREEMENT AND CLASS ACTION WAIVER

As a condition for enrollment in Bellus Academy, students enter into an enrollment agreement which provides that all disputes between a student and Bellus Academy will be resolved by BINDING ARBITRATION.

Students thus GIVE UP THEIR RIGHT TO GO TO COURT to assert or defend their rights under their enrollment agreement (EXCEPT for matters that may be taken to SMALL CLAIMS COURT).

* A student's rights will be determined by a NEUTRAL ARBITRATOR and NOT a judge or jury.

* Students are entitled to a FAIR HEARING, BUT the arbitration procedures are SIMPLER AND MORE LIMITED THAN RULES APPLICABLE IN COURT.

* Arbitrator decisions are as enforceable as any court order and are subject to VERY LIMITED REVIEW BY A COURT.

As a further condition for enrollment, students also agree that any dispute or claim that they may bring will be brought solely in the student's individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action.

Notwithstanding the student's agreement to resolve any disputes with Bellus Academy by binding arbitration:

1. Bellus Academy does not require a Federal Student Loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR § 685.206(e);
2. Bellus Academy does not, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR § 685.206(e) at any time; and
3. Any arbitration required by the pre-dispute arbitration agreement contained within a student's enrollment agreement with Bellus Academy tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR § 685.206(e)(6)(ii).

Binding arbitration pursuant to a student's enrollment agreement with Bellus Academy will be conducted by the American Arbitration Association (the "AAA"), under its Supplementary Rules for Consumer Related Disputes ("Consumer Rules").

You may begin the arbitration process by getting together the following documents:

- Notice of Arbitration and/or a Statement of Claim explaining the nature of the dispute and the relief requested
- The enrollment agreement with the arbitration clause that refers to the AAA
- Any supporting documents or exhibits
- Appropriate filing fee

When you have all the above documents ready, you can file your case in any one of the following ways:

- Online: https://www.adr.org/aaawebfile
- Email box: casefiling@adr.org
- Facsimile: 1 877-304-8457 or +1 212-484-4178 (fax number outside the US)
- Mail: American Arbitration Association—Case Filing Services, 1101 Laurel Oak Road, Suite 100, Voorhees, NJ 08043, USA

More information about the AAA arbitration process and the AAA Consumer Rules can be obtained at www.adr.org

For more information about Bellus Academy's arbitration process please contact: *David Yocum, Vice President at dyocum@bellusacademy.edu*

CREDIT FOR PREVIOUS TRAINING

Acceptance of hours from other approved schools and institutions is at the sole discretion of Bellus Academy. Students who have had prior training must furnish proof of the number of hours of training to the academy. 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. This institution will conduct an evaluation of all previous education and training, grant credit when appropriate, reduce the length of the program proportionately and keep records of this process in the students' file. The academy only accepts transfer students under certain conditions. Students who discontinue their training program are eligible to transfer allowable hours per state law, providing certain academy obligations have been satisfied. Bellus Academy does not award credit for prior work/life experience.

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

The transferability of credits you earn at Bellus Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in any program at Bellus Academy is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate 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 Bellus Academy to determine if your credits will transfer.

TRANSFER OR ARTICULATION AGREEMENTS

Bellus Academy has entered into an articulation agreement with National American University to offer our Cosmetology graduates the opportunity to obtain an Associate Degree in Health and Beauty Management. NAU has physical locations throughout the Midwest and access to online learning options through the internet. For more information, visit the website at www.national.edu or talk to your Admissions Representative.

VETERAN'S POLICY STATEMENTS

NOTE: A *Covered Individual* is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post- 9/11 GI Bill® benefits. (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.)

- Bellus Academy permits any covered individual (as defined above) to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
    a. The date on which payment from VA is made to the institution.
    b. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

- Bellus Academy will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, statute allows Bellus Academy to require the covered individual to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. Bellus Academy may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

Probation policy – Standard of Progress, CFR 21.4253(d)(1), (d)(2), (d)(3) and (d)(4).

Students who are receiving benefits from Veteran's Assistance programs must meet the required 75% GPA and/or 75% attendance. If they are not meeting the requirements, they will be placed on probation for a month (two probation periods or two months at a maximum). If at the end of the probation period they are still not meeting the standards, benefits will be terminated.

Reinstatement / Re-Enrollment Policy – It is the policy of this institution that any student on any funding program, including Financial Aid, Veteran's Assistance, etc., who withdraws from the institution, or is terminated, and is not making satisfactory progress at the time of withdrawal, may be able to re-enroll at a later time. Please refer to the Re-Enrollment Policy in this catalog.

GRADUATION REQUIREMENTS

Students are eligible for graduation, providing they maintain a satisfactory grade in theory and clinical classes, have completed all assigned projects, and either have paid their tuition in full or have entered into a payment plan agreement for payment of tuition. They must also have been in attendance for the required amount of clock hours as set forth in the course of instruction. The student is responsible for purchasing their cap and gown in order to participate in the optional graduation ceremony.

DIPLOMAS and CERTIFICATES

Students are issued a Diploma upon completion of programs leading to State or National licensing, or a Certificate, upon completion of programs that do not lead to licensure, evidencing graduation and satisfactory completion of the required clock hours. The student must have attained a satisfactory grade in all subjects covered, met the attendance requirements and satisfied all financial obligations, including payment in full of tuition charges or have entered into a payment plan agreement for tuition payments. There is a $5 fee for each request for a duplicate diploma or certificate.

PROOF OF TRAINING

Proof of training will be released to the student upon completion of the program. The student must have completed all required clock hours and attained a satisfactory grade in all subjects covered, met the attendance requirements and satisfied all financial obligations, including payment in full of tuition charges or have entered into a payment plan agreement for tuition payments. There is a $5 fee for each request for a duplicate transcript.

TRANSCRIPTS

Academic transcripts will be released to the student upon completion of the program. There is a $5 fee for each request for a duplicate transcript.

REQUIREMENTS FOR STATE EXAMINATION

Applicable students are qualified to sit for the examination given by the state, provided they have completed the selected course at a licensed school of Cosmetology. Bellus Academy programs meet or exceed the minimum requirements prescribed by the California Board of Barbering and Cosmetology for schools of cosmetology. Each exam applicant must have a current driver's license or I.D. and Social Security number or ITIN. Exam candidates must be seventeen years of age and have completed the 10th grade or equivalent. Proof of training will be released to the student upon completion of the program when all academic and financial requirements have been met.

Effective January 1, 2022, the practical exam is no longer required for all license types. Candidates only need to pass the written exam to become licensed. Once an examination application is approved by the Board, a PSI handbook will be sent to the candidate. The candidate will schedule the written exam at a time and PSI location of their choice. For more information on examinations please visit The California Board of Barbering & Cosmetology website at: https://www.barbercosmo.ca.gov/forms_pubs/forms/exam_instr.pdf

COST OF STATE EXAMINATION / LICENSE

Each exam cost varies. Check with the academy office for current costs. Graduates must pass a Cosmetology or related examination in order to be issued a license.

GRADING METHODS AND REPORTS

Bellus Academy's course provides education and training in the areas associated with skills needed to graduate that are measured by course objectives. The academy offers theory instruction in both an asynchronous (progress is virtually tracked and monitored by an instructor that engages with the student on an individual basis) and synchronous (students and instructors interact with specified start and end times) distance education formats using electronic media. These delivery methods via distance education provide the same training as in a residential format. The school maintains complete records on each student or graduate for reference as required by the State. All students receive a complete theory and practical test (Mock Board) after approximately 75% of program completions. It simulates actual program procedures and constitutes a final exam. Individual tutoring, if needed, is available in preparation for the state exam. Grading to evaluate learning objectives via distance education theory is primarily through tests. Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Written progress reports are maintained by the academy. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program. Informal progress reports are distributed monthly so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor. The Bellus Academy Student App is available to students for an electronic version of the progress report. A written report is kept and will be presented to any student who requests this record in the future.

ONLINE COURSE RESPONSE TIME

For online courses, the institution has 10 days between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation.

CAREER SERVICES

CAREER OPPORTUNITIES

There are many opportunities for individuals entering the industry under the realm of Barbering, Cosmetology, Nail Technician, or Esthetics. Your goals can guide you to a lifetime career working in a variety of professional job roles. Employment opportunities for Barbers include Barber, Stylist, Master Barber and Barber Shop Operator. Employment opportunities for Cosmetologists, Nail Technicians, Estheticians and Makeup Artists are available in individual salons, salon chains, department stores, supply houses, and day spas. Estheticians can seek positions in medical arenas, such as med-spas, dermatology offices and cosmetic surgeons' offices. The most successful graduates possess several personal qualities in addition to their acquired skills. These valuable qualities include but are not limited to a variety of business and marketing skills, including above-average people skills, good communication abilities, a sound work ethic and confidence.

PLACEMENT ASSISTANCE

One of our primary goals is to provide the specialized, intensive training that will make our certified and/or licensed graduates highly employable. Our academy works closely with salon owners and employers throughout the local regions so that all licensees are given an opportunity to secure a position that is the right one for them. Throughout your training, job search training is incorporated in your classes, and the Career Services Department is available if you have questions or need any assistance while you are in school. During your training, you will learn about the different salons and spas that are available, interviewing procedures, how to complete a job application, resumé preparation, and other valuable points you will need to know to help you land a great job after you are licensed. As you approach graduation, a Career Services representative meets with you to remind you of the different types of assistance the department offers, including resumé preparation, referrals and graduate follow-up. Job placement assistance remains an option for you even if you have been out of school for a while. Graduates are encouraged to keep in touch with the academy and provide employment updates and are always welcome to call for any information the academy can assist with. Although the academy works closely with our graduates through our placement assistance program, the academy cannot guarantee employment.

ALUMNI ASSOCIATION

The Alumni Association supports the continued success of our licensed graduates by providing internationally acclaimed guest speakers, discounts on advanced education, discounts on professional products and equipment, development of a network of successful professionals, and providing extensive placement opportunities. Joining the Alumni Association keeps you informed of the latest events and trends in the industry.

DIRECTORY OF SERVICES AND SUPPORT

SERVICES AND SUPPORT	PLEASE SEE
Academic Advising	Educators
Academic Adjustments for Disabilities	Section 504 Coordinator
Address/Phone Number Changes	Student Services
Admissions/Catalog Information	Admissions
Alumni	Career Services
Attendance Information	Student Services
Cancellation of Program	Admissions
Career Advising	Career Services
Certificate or Diploma Inquiries	Student Services
Complaints	Academy Director
Compliance Information	Compliance
Document Request Forms	Student Services
Enrollment Verification Letter (EDD; WIA; Insurance)	Student Services
Event Coordination	Branding and Event Office
FERPA Release Updates	Financial Aid
Financial Assistance	Financial Aid
Graduate Employment Assistance	Career Services
Graduation Ceremony	Career Services
Graduation Process – Exit Interview	Student Services
Housing and Transportation Assistance	Admissions
Kit and Classroom Supplies	Educators
Leave of Absence (LOA)	Financial Aid
Program Changes	Academy Director / Financial Aid
Proof of Training	Student Services
Resource Guide for Outside Professional Assistance	Student Services
Return of Title IV/Refunds	Financial Aid
Title IX Complaints	Title IX Coordinator
Time Clock Issues	Educators
Transcript Request	Student Services
Tuition and Payments	Financial Aid
Veteran's Benefit Information	Financial Aid / Sr. FA Representative
Withdrawal from Program	Academy Director / Financial Aid

CONSUMER INFORMATION

CIP CODES

US Department of Education regulations as of July 1, 2011, require the academy to identify programs by **Classification of Instructional Programs (CIP)** Codes, with links to the US Department of Labor/Employment and Training Administration's Occupational Information Network (O*Net). CIP Codes were developed by the U.S. Department of Education's National Center for Education Statistics (NCES) to provide a method for tracking and reporting program activity that is common to all institutions. For more information regarding CIP Codes please visit the website at nces.ed.gov/ipeds/cipcode.

SOC CODES

NACCAS accrediting agency policies as of July 1, 2011, require the academy to identify programs by **Standard Occupational Classification (SOC)** Codes. The SOC system is used by Federal statistical agencies to classify workers into occupational categories. Detailed occupations with similar job duties, and in some cases skills, education, and/or training, are grouped together. For more information regarding SOC Codes please visit the website at www.bls.gov/SOC/.

CAREER ONE STOP

The Career One Stop program is the nation's primary source of occupational information. Central to the project is the Career One Stop database, containing information on hundreds of standardized and occupation-specific descriptors. Utilizing the SOC Codes, Career One Stop provides easy to read career reports that include the most critical on-the-job tasks and skills. Job seekers can also find local salary information and training opportunities. For more information regarding Career One Stop please visit the website at www.careeronestop.org.

Program	CIP Code	SOC Code	O*Net	Occupational Title
Barbering Foundation	12.0402	39-5011	39-5011.00	Barbers
Advanced Barbering	12.0407	39-5011	39-5011.00	Barbers
Barbering Cosmetology	12.0402	39-5011	39-5011.00	Barbers, Hairdressers, Hairstylists, and Cosmetologists
Cosmetology Foundation	12.0401	39-5012	39-5012.00	Hairdressers, Hairstylists, and Cosmetologists
Advanced Cosmetology	12.0407	39-5012	39-5012.00	Hairdressers, Hairstylists, and Cosmetologists
*Cosmetology 102	12.0499	39-5012	39-5012.00	Hairdressers, Hairstylists, and Cosmetologists
*Cosmetology 104	12.0407	39-5012	39-5012.00	Hairdressers, Hairstylists, and Cosmetologists
*Makeup Artistry	12.0406	39-5091	39-5091.00	Makeup Artists, Theatrical and Performance
*Master Makeup Artistry	12.0406	39-5091	39-5091.00	Makeup Artists, Theatrical and Performance
Spa Nail Technician	12.0410	39-5092	39-5092.00	Manicurists and Pedicurists
Esthetics	12.0409	39-5094	39-5094.00	Skin Care Specialists
*Esthetics 102	12.0408	39-5094	39-5094.00	Skin Care Specialists
Esthetics 103	12.0414	39-5094	39-5094.00	Skin Care Specialists
*Esthetics Nail Technology	12.0499	39-5094	39-5094.00	Skin Care Specialists, Manicurists, and Pedicurists
*Massage Therapy	51.3501	31-9011	31-9011.00	Massage Therapists
*Holistic Health Practitioner (HHP)	51.3306	29-1199	29-1199.00	Health Diagnosing and Treating Practitioners, All Other

*Not currently offered

FINANCIAL INFORMATION

TUITION AND FEE SCHEDULE

Effective for class starts after June 30th, 2025 ******Prices subject to change without notice******

PROGRAM	PROGRAM FEES***	KIT*** includes books, supplies, equipment	TUITION	TOTAL CHRGES FOR PERIOD OF ATTENDANCE	STRF*	TUITION HOURLY RATE**	PERIOD OF ATTENDANCE (CLOCK HOURS)	ALLOWABLE ABSENT HOURS	LENGTH OF PROGRAM IN WEEKS	
									DAY	NIGHT
SOC Code 39-5011 BARBERING FOUNDATION Residential and Hybrid	$1,393.23	$1,998.95	$15,300.00	$18,692.18	$0.00	$15.30	1000	75	29	40
SOC Code 39-5011 ADVANCED BARBERING Residential and Hybrid	$1,564.86	$2,646.48	$24,375.00	$28,586.34	$0.00	$16.25	1500	112.5	43	60
SOC Code 39-5011 BARBERING COSMETOLOGY Residential and Hybrid	$2,004.62	$5,059.78	$27,900.00	$34,964.40	$0.00	$15.50	1800	135	52	72
SOC Code 39-5011 BARBERING COSMETOLOGY Residential Only	$1,950.84	$3,172.63	$21,700.00	$26,823.47	$0.00	$15.50	1400	105	40	56
SOC Code 39-5012 COSMETOLOGY FOUNDATION Residential and Hybrid	$1,386.15	$2,068.47	$15,500.00	$18,954.62	$0.00	$15.50	1000	75	29	40
SOC Code 39-5012 ADVANCED COSMETOLOGY Residential and Hybrid	$1,625.72	$3,284.46	$23,625.00	$28,535.18	$0.00	$15.75	1500	112.5	43	60
SOC Code 39-5094 ESTHETICS Residential and Hybrid	$1,373.85	$453.69	$9,300.00	$11,127.54	$0.00	$15.50	600	45	20	24
SOC Code 39-5094 ESTHETICS 103 Residential and Hybrid	$1,498.85	$1,336.37	$13,950.00	$16,785.22	$0.00	$15.50	900	67.5	30	36
SOC Code 39-5092 SPA NAIL TECHNOLOGY Residential Only	$1,234.74	$1,159.62	$8,760.00	$11,154.36	$0.00	$14.60	600	45	20	24

*As of April 1, 2024, students who meet the California Student Tuition Recovery Fund criteria are required to pay $0.00 for every $1000 rounded to the nearest $1000. Please see additional information in this catalog.

** Tuition Hourly Rate is used to calculate Overtime charges.

***Overall Kit Costs and Program Fees may change depending on whether or not the student opts out of specific items.

Note: Total charges for the period of attendance and total charges for the entire educational program are the same and are an estimate of the charges due at time of enrollment.

NET PRICE CALCULATOR

The Net Price Calculator is available on the academy website at http://www.bellusacademy.edu/NetPriceCalculator/npcalc.htm.

TERMS OF PAYMENT

In addition to Financial Aid Assistance for qualifying students, individual financing and payment programs are available. Monthly payments vary according to down payment, applicable fees, any interest accrued, and the length of time (number of months) defined in the payment contract.

TUITION AND FEES

Tuition, kits and fees are charged on the first day of class. Payments are accepted by cash, check (there is a $25 fee for returned checks) or credit card. For those students using financial aid, payments are due when the aid is received at the academy. Students who do not make payment arrangements or fail to make their scheduled payments, may be subject to termination from the program and/or the student's account turned over to collections. All contracted tuition, fees, application, equipment, kit and overtime charges must be paid, or payment arrangements made, before final paperwork is released.

OVERTIME CHARGES

Overtime occurs when a student has not completed their program of study by the completion date stated on their Enrollment Agreement. Students can attend beyond their scheduled completion date to complete their program, at no additional charge, up to 7.5% of their total program hours. (See Tuition and Fee Schedule in this catalog for specific hours.) If training is not completed by the prescribed time limit, and the allowable absence hours have been exhausted, additional tuition charges will accrue at the hourly rate stated on the student's contract at the time of enrollment until the time the student meets the graduation requirements. (See the Overtime Hourly Rate for each program in the above Tuition and Fee Schedule.) Absence hours, whether allowable or overtime, will cause the student to miss the completion date as stated on the Enrollment Agreement, unless they are canceled out by making up hours. Students must meet with Financial Aid to determine a payment plan at the time that overtime charges begin to accrue.

SCHOLARSHIPS

Scholarships may be offered periodically. Institutional scholarships are offered for specified time periods and, if awarded, are reflected as a tuition allowance. All students who enroll during that time period are eligible for the scholarship. Ask your Admissions Representative for information regarding current scholarships that may be available.

SAMPLE TUITION WITH OVERTIME HOURS

	Cost of program using regularly scheduled hours	Cost of program with 100 overtime hours	Cost of program with 200 overtime hours	Cost of program with 300 overtime hours
Cosmetology Foundation	1000	1000	1000	1000
Overtime Hours		100	200	300
Total Hours Attended- Including Overtime		1100	1200	1300
Minus Allowable Absent Hours		-75	-75	-75
Total Hours Attended- Minus Allowable Overtime		1025	1125	1225
Chargeable Overtime Hours		25	125	225
Overtime Charges @ $16.25/hour		$406	$2,031	$3,656
Basic Program Cost	**$19,530**	$19,530	$19,530	$19,530
Sample Total Cost with Overtime		**$19,936**	**$21,561**	**$23,186**

	Cost of program using regularly scheduled hours	Cost of program with 50 overtime hours	Cost of program with 100 overtime hours	Cost of program with 150 overtime hours
Esthetics	600	600	600	600
Overtime Hours		50	100	150
Total Hours Attended Including Overtime		650	700	750
Minus Allowable Absent Hours		-45	-45	-45
Total Hours Attended Minus Allowable Overtime		605	655	705
Chargeable Overtime Hours		5	55	105
Overtime Charges @ $16.25/hour		$81	$894	$1,706
Basic Program Cost	**$11,763**	$11,390	$11,390	$11,390
Sample Total Cost with Overtime		**$11,471**	**$12,284**	**$13,069**

INFORMATION FOR FINANCIAL AID APPLICANTS

ELIGIBILITY REQUIREMENTS

Students must meet certain eligibility requirements to receive Federal Student Aid (FSA) funds*. Students must:

1. Provide documentation of either a high school diploma or a General Education Diploma (GED) certificate.
   NOTE: Pursuant to H.R. 2055, Consolidated Appropriations Act, 2012, enacted on December 23, 2011, amending Section 484(d) of the Higher Education Act (20 U.S.C. 1091(d), ATB students who first enroll after July 1, 2012, will no longer be eligible to receive Financial Aid. To be eligible for Financial Aid students must have a High School Diploma, GED, or proof of completion of a State-approved home school program. Students who have previously taken an ATB test and who have been enrolled on that basis prior to July 1, 2012, remain eligible to receive Financial Aid.
2. Be enrolled in an eligible program.
3. Have a valid Social Security card.
4. Be either a U.S. citizen or a permanent resident.
5. Not be in default with any federal student loans, nor owe an overpayment on any federal student aid grant.

CALIFORNIA DREAM ACT

Bellus Academy is a private institution and is not eligible to receive funding under the California "Dream Act" (AB 540) which provides in-state tuition benefits for undocumented students and certain other students who attend or will attend public universities in California. Undocumented AB 540 students are not eligible for federal student aid, including Pell and other grants, government loans, and federal work-study.

APPLICATION PROCEDURE

The first step in applying for Title IV Federal Financial Aid is to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Additionally, the student (or parent if applicable) may need to complete any one or all of the following:

1. Loan entrance counseling
2. Authorization form
3. Promissory note
4. Parent PLUS loan request form and promissory note
5. Verification worksheet
6. Payment options

CRITERIA FOR SELECTION OF ELIGIBLE APPLICANTS

Students who are eligible for Title IV Financial Assistance are accepted for enrollment if they have met all of the admission requirements of the academy and have established a class start date convenient for the student and the academy.

DETERMINING THE AMOUNT OF YOUR FINANCIAL AID

Upon completion of the FAFSA, the student is given an Expected Family Contribution (EFC) number. The EFC is used to determine how much and what kind of financial aid a student is eligible for. In addition to the EFC, the direct and indirect costs of the program, enrollment status, length of enrollment, and funds available at the academy will also impact award amounts. The Financial Aid office will provide entrance and exit counseling utilizing the Department of Education online website applications at www.studentaid.gov.

DISBURSEMENTS

Financial aid funds are disbursed at evaluation periods for completed hours. Please refer to the Satisfactory Academic Progress policy in this catalog for further details. FSEOG funds are disbursed at the same time as other financial aid funds on a first-come, first-served basis.

POST WITHDRAWAL DISBURSEMENT

A post-withdrawal disbursement occurs if a student receives less Title IV funds than the amount actually earned on the R2T4 calculation. A student must meet the late disbursement requirements to be eligible for the post withdrawal disbursement(s). The academy will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal.

If eligible, a post-withdrawal disbursement from Pell Grant funds will be made first and then credited to the student's account. Any remaining Pell funds will be released to the student within 45 days from the date of determination.

Any federal loan program funds due in a post-withdrawal disbursement will be offered to the student in writing as soon as possible but no later than 30 days from the date of withdrawal. Written confirmation from the student (or parent in the case of a PLUS loan) is required within 14 days in order to accept the loan funds offered.

FINANCIAL AID CREDIT BALANCE

Financial aid awards are applied first to tuition, fees, institutional direct costs and lastly non-institutional direct costs. If the total federal funds exceed charges for the payment period or academic year, a refund will be made back to the lender, or a check will be sent to the student's, (or parent's, in the case of a parent PLUS loan) address on the file within 14 days from the date the credit balance was created. An Authorization to Retain Title IV Funds form is completed at enrollment and is used to determine this preference.

FINANCIAL AID PROGRAMS

The following is a description of the various financial aid programs available at Bellus Academy for students who qualify. Additional information may be obtained through the Financial Aid Office.

Federal Pell Grant: Eligibility for the Federal Pell Grant Program is determined by a standard need-analysis formula that is revised and approved every year by the federal government. The student must be enrolled in an undergraduate program and may not already have a bachelor's or professional degree. Unlike loans, grants do not have to be paid back. The maximum Federal Pell Grant for 2019-2020 is $6,195 per academic year. In certain situations, an eligible student can receive up to 150 percent of the maximum annual Federal Pell grant amount for an award year. A student can receive a Federal Pell Grant for no more than 12 semesters or the equivalent.

Federal Children of Fallen Heroes Scholarship: This scholarship authorizes a Pell-eligible student whose parent or guardian died in the line of duty while performing as a public safety officer to be eligible to receive a maximum Federal Pell Grant for the award year for which the determination of eligibility is made. To qualify, a student must be Pell-eligible and have a Pell-eligible EFC and be less than 24 years of age or enrolled at an institution of higher education at the time of his or her parent's or guardian's death. In subsequent award years, the student continues to be eligible for the scholarship if the student has a Pell-eligible EFC and continues to be an eligible student.

Federal Iraq and Afghanistan Service Grant: The Federal Iraq and Afghanistan Service Grant is offered to students who are not eligible for a Federal Pell Grant basis on their Expected Family Contribution as calculated from FAFSA data but meet the remaining Federal Pell Grant eligibility requirements. In order to qualify, students must have had a parent or guardian in the U.S. armed forces that died as a result of military service performed in Iraq or Afghanistan after the events of 9/11. The student must have been under 24 years old or enrolled in college at least part-time at the time of the parent or guardian's death.

Federal Supplemental Educational Opportunity Grant (FSEOG): Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on funds available and do not have to be repaid. Need is determined by the financial resources of the student's family and the cost of attendance.

William D. Ford Federal Direct Loan: Under the Federal Direct Loan (FDL) program the school certifies eligibility for each loan and sends the loan details to the U.S. Department of Education. Loan proceeds are disbursed to the school electronically and then posted to the student's account. Students must repay the loan with interest to the servicer assigned by the U.S. Department of Education after the loan is disbursed. Eligible students will receive estimated student loan amounts based on FAFSA submission and the standard need-analysis formula. The estimate will include student loan eligibility for the amount necessary to cover direct institutional costs. Students interested in borrowing in excess of direct costs may request additional funds by contacting the financial aid office. Students and parents borrowing Federal Direct Parent Loans, must complete and submit a Master Promissory Note (MPN) to the Department of Education before loans will be processed. First time student loan borrowers must also complete loan entrance counseling prior to funds being disbursed. A description of the terms and conditions for borrowers of federal education loans is available at www.studentaid.gov.

Federal Subsidized Direct Loan: Federal Direct Subsidized loans are available to undergraduate students with financial need. The interest is paid by the federal government while students are in school. Interest begins accruing at the time students cease full-time enrollment. Regular payments begin six months after the student ceases enrollment. A fixed interest rate is established annually by the U.S. Department of Education. Current interest rates can be found at https://studentaid.ed.gov/sa/types/loans/interest-rates#rates.

Note First-time borrowers may not receive this type of loan for more than 150 percent of the length of their program of study; U.S. Department of Education may stop paying interest if student who received Direct Subsidized Loans for the maximum period continues enrollment. Loans for students who have exceeded the maximum eligibility period could begin to accrue interest after the student exceeds the 150% limit. Interest accrued in such a manner accumulates and is added to the principal amount of the loan. For more information, please see your Financial Aid Officer or visit: https://studentaid.ed.gov/types/loans/subsidized-unsubsidized

Federal Unsubsidized Direct Loan: Unsubsidized Direct loans are available for students to borrow for additional education costs. Except for demonstrating financial need and undergraduate status, borrowers must meet all eligibility criteria of the Federal Subsidized Direct loan program. Interest payments begin immediately after the loan is fully disbursed or may be added to the principal balance. Generally, you may choose to make interest payments on the loan while you are in school or have the interest added to your principal balance (capitalized) when your repayment schedule begins. Regular payments begin six months after the student ceases enrollment. Interest rates are fixed and established annually by the U.S. Department of Education. Current interest rates can be found at https://studentaid.ed.gov/sa/types/loans/interest-rates#rates.

Federal Direct Parent Loan for Undergraduate Students (PLUS): Federal Parent Loans for undergraduate students provide additional funds for credit-worthy parents to help pay for students' educational expenses. If a parent has no credit or a poor credit history, he/she may still qualify for a loan by applying with a credit-worthy endorser. They can be combined with other financial aid resources and cannot exceed the student's cost of education. Interest rates are fixed and established annually by the U.S. Department of Education. Current interest rates can be found at https://studentaid.ed.gov/sa/types/loans/interest-rates#rates. Repayment begins immediately after the loan is fully disbursed.

Veterans Educational Benefits: The programs at Bellus Academy are approved by the U. S. Department of Veterans Affairs. For more information on veteran's benefits, please see your Admissions Representative.

MyCAA: Military Spouse Career Advancement Accounts (MyCAA) provide financial assistance for educational purposes for qualified military spouses meeting eligibility requirements. For information regarding amounts and eligibility please visit the website at: www.militaryonesource.com/MOS/FindInformation/Category/MilitarySpouseCareerAdvancementAccounts.aspx

Military Tuition Assistance for Active-Duty Military:
Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with Department of Defense policies, Bellus Academy will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided.

TA funds are earned proportionally during the student's period of enrollment with unearned funds returned based upon when a student stops attending Bellus Academy. These funds are returned to the military Service branch. If the student cancels their enrollment within the first 7 calendar days of the start of the program, 100% of TA received will be returned.

In instances when a service member stops attending due to a military service obligation, Bellus Academy will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

UNISA: We offer multiple, flexible payment plan options through UNISA. These payment plans allow students to spread payments over a pre-set period, as opposed to paying the full amount up-front. An interest rate may apply depending on the plan chosen. A credit check may be required at the time of application, and the process is completed 100% online using an e-signature validation. Please speak to a Financial Aid Representative to find out more information.

Alternative (Private) Loans: Private loans are available to students to help pay educational expenses. Students may borrow from any lender of their choice including Sallie Mae. Private loans have repayment terms that vary depending on the lender from which you borrow. Generally, private loans require that the borrower is a U.S. Citizen, a U.S. national, or a permanent resident and must be creditworthy. If the student has no credit or a poor credit history, he/she may still qualify for a loan by applying with a creditworthy co-borrower. Please talk to your financial aid representative for more information. Be sure to research and review each lender's terms and conditions before making a final decision.

ADDITIONAL INFORMATION
If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. 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.

For more information regarding student and parent loans, please visit the US Department of Education website at www.studentaid.gov

All students are requested to meet with Financial Aid for an Exit interview prior to leaving the academy.

Financial Aid Officers are available on campus from 9 am to 5 pm, Monday through Friday, or by appointment.

HOUSING
Bellus Academy does not have on-campus dormitory housing. While the institution has no responsibility to find or assist students in finding housing, the following represents an approximate range of rental fees for apartments in the general vicinity of the school's location in Poway, CA: $2150 to $3200 per month (based on an average of prices of rental units available on Apartments.com as of 07/2024).

STUDENT TUITION RECOVERY FUND DISCLOSURE

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, CA 95834, (916) 574-8900 or (888) 370-7589.

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

a. 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.
b. 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.
c. 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.
d. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
e. 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.
f. 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.
g. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

***** "Residency Program" means an educational program as defined in section 94837 of the Code at an approved qualifying institution of which some portion of the instruction occurs as direct instruction as defined in section 71715(c). [94837. Educational Program "Educational program" means a planned sequence composed of a single course or module, or set of related courses or modules, that provides education, training, skills, or experience, or a combination of these.] [Section 71715(c) - Direct instruction requires the physical presence of one or more students and one or more faculty members at the same location. Direct instruction includes instruction presented in a classroom, seminar, workshop, lecture, colloquium, laboratory, tutorial, or other physical learning settings consistent with the mission, purposes, and objectives of the institution.]

INSTITUTIONAL REFUND POLICY

This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

STUDENT'S RIGHT TO CANCEL

1. A student has the right to cancel his or her agreement for a program of instruction and receive a refund of 100 percent of the amount paid for institutional charges through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later.
2. 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 pro-rata refund if you have completed sixty (60) percent or less of the program. Changes to programs, i.e., Drops and/or adds can only be made during the first 7 calendar days of the program.
3. Cancellation may occur when the student provides a written notice of cancellation to the financial aid representative or Academy Director at the following address: Bellus Academy, 13266 Poway Road, Poway, CA 92064. This can be done by mail, email or by hand delivery.
4. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the academy in person.
5. 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.
6. If the Enrollment Agreement is cancelled within the cancellation period, the academy will refund the student any money he/she paid within 45 days of the date the notice of cancellation is received.
   REMEMBER THAT YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the academy or by not coming to class.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the academy at any time after the cancellation period (described above) and receive a pro-rata refund (The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal) within 45 days of withdrawal if you have completed 60 percent or less of the period of attendance, based on scheduled hours. The refund will be less any deduction for equipment that the student has received and signed for.

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

a. An applicant is not accepted by the academy. The applicant shall be entitled to a refund of all monies paid.
b. The student notifies the institution of the student's withdrawal in writing.
c. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absence in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the academy.
d. The student has failed to attend class for fourteen (14) calendar days, as determined by monitoring clock hour attendance at least every thirty (30) days.
e. Failure to return from a leave of absence. The date of the student's withdrawal shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

All refunds are calculated based on the student's last date of attendance.

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

Percent of Scheduled Time Enrolled to Total Program	**Total Tuition School Shall Retain**
0.01% to 60%	Prorated based on percentage of scheduled attendance
60.01% and over	100%

Calculation Example: The following example illustrates the calculations outlined above. The figures are examples only; actual amounts may vary for each student/program.

Example: Student withdraws when he/she was scheduled to complete 45 hours in a 900 hours program.

Payment Period		Total Title IV Aid Disbursed	
Total # of Hours	450	Or could have been disbursed	$2000
# of Scheduled Hours:	45		
% Earned	10%	**Amount Earned by Student**	**$200**

Hypothetical Refund Example: The following table outlines the refund due based on percentage of training completed, using scheduled hours, assuming you paid the following:

Total Contract	**Less STRF Fee**	**Less Kit Supplies**	**Tuition and Fees**		
$19,500.00	-$12.00	-$2,500.00	$16,925.00		
% Completed	**10%**	**25%**	**50%**	**60%**	**61%**
Refund Due	$15,289.20	$12,741.00	$8,494.00	$6,795.20	0

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

If the academy cancels a program subsequent to a student's enrollment, and before instruction in the program has begun, the academy shall provide a full refund of all monies paid.

If the academy cancels a program and ceases to offer instruction after students have enrolled and instruction has begun, the academy shall at its option:

a. Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
b. Provide completion of the program; or
c. Participate in a Teach-Out Agreement; or
d. Provide a full refund of all monies paid

In the event the academy closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the academy will make arrangements for students to attend an alternate institution through participation in a Teach-Out Agreement. Should the student elect not to attend the alternate institution, a pro-rata refund of tuition will be made in accordance with the refund policy outlined above. Any monies due are refunded within 45 days.

When situations of mitigating circumstances are in evidence, the academy may adopt a policy wherein the refund to the student may exceed the minimum requirements.

RETURN TO TITLE IV FUNDS

Return of Title IV (R2T4) calculations are performed by Bellus Academy when a student has received financial aid or has met the eligibility criteria for a late disbursement of federal financial aid and withdraws from a program. Bellus Academy is required to review the amount of financial aid received for the payment period in order to determine what percentage of federal financial aid the student earned. The percentage of federal financial aid determined to be unearned for the payment period must be refunded back to the appropriate federal financial aid program(s) as soon as possible but no later than 45 days from the date of withdrawal.

The law requires that when you withdraw during a payment period, the amount of SFA program assistance that you have earned up to that point is determined by a specific formula. If you received (or the school received on your behalf) less assistance than the amount you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the program when any of the following occurs:

a. You notify school of your withdrawal or the actual date of withdrawal;
b. the school terminates your enrollment;
c. You fail to attend classes for a 14-day period;
d. You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

The amount of assistance that you have earned is determined on a pro-rata basis. That is, if you complete 30 percent of the payment period, you can earn 30 percent of the assistance you were originally scheduled to receive. Once you have completed more than 60 percent of the payment period or period of enrollment, you earn all of your assistance.

If you received excess funds that must be returned, your school must return a portion of the excess equal to the lesser of

- Your institutional charges multiplied by the unearned percentage of your funds, or
- The entire amount of excess funds.

If the amount paid is more than the amount owed, then a refund will be made within 45 days of withdrawal. If the amount owed is more than the amount paid, then you will have to make arrangements to pay it.

Sample Return to Title IV Calculation for student who failed to return from Leave of Absence and Withdrew from program.

Program:	Cosmetology	Academic Year:	900.00 Hours
Start Date:	4/14/2017	Program Length:	1,600.00 Hours
Withdraw Date:	10/09/2017	Completed:	174.50 Hours
Last Day Attended:	05/22/2017	Scheduled as of LDA:	202.00 Hours

Order in Which to Return Funds [same for all programs]	Hours at Start of Payment Period	Hours at End of Payment Period	Disbursed This Period	Entitled To	Refund Now Due
Unsubsidized Direct Loan	1.0	450.0	$3,515.40	$440.20	$3,075.20
Subsidized Direct Loan	1.0	450.0	$2,064.60	$2,064.60	$0.00
Direct PLUS (Parent)	N/A	N/A	$0.00	$0.00	$0.00
Federal Pell Grant	N/A	N/A	$0.00	$0.00	$0.00
FSEOG	N/A	N/A	$0.00	$0.00	$0.00
Total Return to Title IV			$5,580.00	$2,504.80	$3,075.20

After the academy allocates its portion of unearned funds, the student must return federal financial aid owed in the same order specified above. The amount of federal financial aid the student is responsible for returning is calculated by subtracting the amount returned by the academy from the total amount of unearned federal financial aid funds to be returned. The student (or parent in the case of funds due to a parent PLUS loan) must return or repay, as appropriate, the calculated amount to any federal financial aid loan program in accordance with the terms of the loan; and any federal financial aid grant program as an overpayment of the grant.

Any loan funds that you must return, you (or your parent for a PLUS LOAN) repay in accordance with the terms of the Promissory Note. That is, you make scheduled payments to the holder of the loan over a period of time.

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are not required to return 50% of the grant assistance that you receive that is your responsibility to repay. Any amount that you do have to return is a grant overpayment, and you must make arrangements with your school or the Department of Education to return the funds.

Students are advised that they may owe money to the school if they withdraw, as the California State refund Policy will apply for contract purposes.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the academy. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

The academy defines its academic year for the Barbering, Barbering/Cosmetology, Cosmetology and Master Makeup Artistry programs as 900 hours and 26 weeks. All other programs are defined as an academic year of 900 hours and 30 weeks. The evaluation points for Hybrid programs is the same as the corresponding Residential program. The student's first evaluation for Satisfactory Academic Progress occurs at the midpoint of the academic year or the program, whichever occurs sooner, based on actual hours as follows:

COURSE	EVALUATION POINTS – ACTUAL HOURS/WEEKS	ACADEMIC YEARS
Barbering Foundation – Residential and Hybrid (1000 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1000 Hours/29 Weeks	1.11
Advanced Barbering – Residential and Hybrid (1500 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1200Hours/34 Weeks; 1500 Hours/43 Weeks	1.66
Barbering Cosmetology - Residential and Hybrid (1800 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1350 Hours/39 Weeks;1800 Hours/52 Weeks	2.0
Barbering Cosmetology – Residential (1400 Hours)	450 Hours/13 Weeks; 900 Hours/26 weeks; 1150 Hours/34 Weeks; 1400 Hours/40 Weeks	1.28
Cosmetology Foundation – Residential and Hybrid (1000 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1000 Hours/29 Weeks	1.11
Advanced Cosmetology – Residential and Hybrid (1500 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1200Hours/34 Weeks; 1500 Hours/43 Weeks	1.66
*Cosmetology 102 (1750 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1325 Hours/38 Weeks; 1750 Hours/50 Weeks;	1.94
*Cosmetology 104 (1900 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1350 Hours/39 Weeks; 1800 Hours/52 Weeks;1900 Hours/54 Weeks	2.1
Esthetics – Residential and Hybrid (600 Hours)	300 Hours/10 Weeks; 600 Hours/20 Weeks	0.66
*Esthetics 102 – Residential and Hybrid (750 Hours)	375 Hours/13 Weeks; 750 Hours/25 Weeks	0.83
Esthetics 103 – Residential and Hybrid (900 Hours)	450 Hours/15 Weeks; 900 Hours/30 Weeks	1.0
*Esthetics Nail Technology- Residential and Hybrid (1000 Hours)	450 Hours/ 15 Weeks; 900 Hours/30 Weeks; 1000Hours/34 Weeks	1.11
Spa Nail Technician (600 Hours)	300 Hours/10 Weeks; 600 Hours/20 Weeks	0.66
*Makeup Artistry (150 Hours)	75 Hours/2 Weeks; 150 Hours/5 Weeks	0.16
*Master Makeup Artistry (602 Hours)	300 Hours/9 Weeks; 602 Hours/17 Weeks	0.66
*Holistic Health Practitioner (1000 Hours)	450 Hours/15 Weeks; 900 Hours/30 Weeks; 1000 Hours/34 Weeks	1.11
*Massage Therapy (750 Hours)	375 Hours/13 Weeks; 750 Hours/25 Weeks	0.83

*Not currently offered

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

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

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum timeframe allowed.

MAXIMUM TIMEFRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below. The maximum time allowed for Hybrid programs is the same as the corresponding Residential program. Students who exceed the maximum timeframe will be terminated from the program and thereafter will be permitted to reenroll in a program on a cash-pay basis in a manner consistent with the reenrollment provisions of the institution's admissions policy. The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 75% of the scheduled contracted hours.

MAXIMUM TIME ALLOWED

COURSE	WEEKS	SCHEDULED HOURS
Barbering Foundation (Day, 35 hrs/wk) – 1000 Hours	39 Weeks	1330
Barbering Foundation (Night, 25 hrs/wk) – 1000 Hours	53 Weeks	1330
Advanced Barbering (Day, 35 hrs/wk) – 1500 Hours	58 Weeks	1995
Advanced Barbering (Night, 25 hrs/wk) – 1500 Hours	80 Weeks	1995
Barbering Cosmetology (Day, 35 hrs/wk) – 1800 Hours	70 weeks	2394
Barbering Cosmetology (Night, 25 hrs/wk) 1800 Hours	96 weeks	2394
Barbering Cosmetology (Day, 35 hrs/wk) – 1400 Hours	54 Weeks	1862
Barbering Cosmetology (Night, 25 hrs/wk) 1400 Hours	75 Weeks	1862
Cosmetology Foundation (Day, 35 hrs/wk) – 1000 Hours	39 Weeks	1330
Cosmetology Foundation (Night, 25 hrs/wk) – 1000 Hours	53 Weeks	1330
Advanced Cosmetology (Day, 35 hrs/wk) – 1500 Hours	58 Weeks	1995
*Advanced Cosmetology (Night, 25 hrs/wk) – 1500 Hours	80 Weeks	1995
*Cosmetology 102 (Day, 35 hrs/wk) – 1750 Hours	67 Weeks	2327
*Cosmetology 102 (Night, 25 hrs/wk) – 1750 Hours	94 Weeks	2327
*Cosmetology 104 (Day, 35 hrs/wk) - 1900 Hours	72 Weeks	2527
*Cosmetology 104 (Night, 25 hrs/wk) – 1900 Hours	102 Weeks	2527
Esthetics (Day, 30 hrs/wk) – 600 Hours	27 Weeks	798
Esthetics (Night, 25 hrs/wk) – 600 Hours	32 Weeks	798
*Esthetics 102 (Day, 30 hrs/wk) – 750 Hours	34 Weeks	997
*Esthetics 102 (Night, 25 hrs/wk) – 750 Hours	40 Weeks	997
Esthetics 103 (Day, 30 hrs/wk) – 900 Hours	40 Weeks	1197
Esthetics 103 (Night, 25 hrs/wk) – 900 Hours	48 Weeks	1197
*Esthetics Nail Technology (Day, 30 hrs/wk)- 1000 Hours	45 Weeks	1330
*Esthetics Nail Technology (Night, 25 hrs/wk)- 1000 Hours	53 Weeks	1330
Spa Nail Technician (Day, 30 hrs/wk) – 600 Hours	27 Weeks	798
Spa Nail Technician (Night, 25 hrs/wk) – 600 Hours	32 Weeks	798
*Makeup Artistry (Day, 37.5 hrs/wk) – 150 Hours	6 Weeks	199
*Makeup Artistry (Night, 25 hrs/wk) – 150 Hours	8 Weeks	199
*Holistic Health Practitioner (Day, 30 hrs/wk) – 1000 Hours	44 Weeks	1330
*Holistic Health Practitioner (Night, 25 hrs/wk) – 1000 Hours	54 Weeks	1330
*Massage Therapy (Day, 30 hrs/wk) – 750 Hours	34 Weeks	997
*Massage Therapy (Night, 25 hrs/wk) – 750 Hours	40 Weeks	997
*Master Makeup Artistry (Day, 37.5 hrs/wk) – 602 Hours	22 Weeks	801
*Master Makeup Artistry (Night, 25 hrs/wk) – 602 Hours	32 Weeks	801

*Not currently offered

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. The academy is required to notify students of any evaluation that impacts the student's

eligibility for Title IV funding. Students receive a hard copy of their Satisfactory Academic Progress evaluation that must be signed at the time of the evaluation and kept in their student file if the SAP may affect their eligibility for Title IV funding. Students may request a copy of their SAP at any time from the Student Services office. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

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

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

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS
Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS, TRANSFER HOURS
With regard to Satisfactory Academic Progress, course incompletes, withdrawals and/or transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

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. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. A Leave of Absence and/or failure to return from a Leave of Absence may affect your loan interest rates and/or repayment timeline.

Students who reach the required hours for program completion but have not completed all assignments and exams are considered Incomplete graduates. No final paperwork will be released until all assignments and exams are completed. If students have not completed all requirements within 30 days of their last day of attendance, they will be deemed to have withdrawn from the program.

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. Please see your Financial Aid representative for more information.

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

NONCREDIT, REMEDIAL COURSES, REPETITIONS
Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the academy's satisfactory academic progress standards.

POWAY CLASS START CALENDAR – 2025

DAYTIME START DATES	Jan	Feb	March	April	May	June	July	July	Aug	Sept	Oct	Nov	Dec
	14	11	11	8	6	3	1	29	26	23	21	18	16
Barbering Foundation	X		X		X		X		X		X		X
Advanced Barbering	X		X		X		X		X		X		X
Barbering Cosmetology	X	X	X	X	X	X	X	X	X	X	X	X	X
Cosmetology Foundation	X	X	X	X	X	X	X	X	X	X	X	X	X
Advanced Cosmetology	X	X	X	X	X	X	X	X	X	X	X	X	X
Esthetics	X	X	X	X	X	X	X	X	X	X	X	X	X
Esthetics 103	X	X	X	X	X	X	X	X	X	X	X	X	X
Spa Nail Technician	X	X	X	X	X	X	X	X	X	X	X	X	X

NOTE:
-Management reserves the right to modify class start dates when necessary.
-All students are required to attend a mandatory Orientation session before their class start date.
-Residential and Hybrid programs have the same class start dates.

EVENING START DATES	Jan	Feb	March	April	May	June	July	July	Aug	Sept	Oct	Nov	Dec
	14	11	11	8	6	3	1	29	26	23	21	18	16
Barbering Foundation		X		X		X		X		X		X	
Advanced Barbering		X		X		X		X		X		X	
Barbering Cosmetology	X	X	X	X	X	X	X	X	X	X	X	X	X
Cosmetology Foundation	X	X	X	X	X	X	X	X	X	X	X	X	X
Advanced Cosmetology	X	X	X	X	X	X	X	X	X	X	X	X	X
Esthetics	X	X	X	X	X	X	X	X	X	X	X	X	X
Esthetics 103	X	X	X	X	X	X	X	X	X	X	X	X	X
Spa Nail Technician	X	X	X	X	X	X	X	X	X	X	X	X	X

NOTE:
-Management reserves the right to modify class start dates when necessary.
-All students are required to attend a mandatory Orientation session before their class start date.
-Residential and Hybrid programs have the same class start dates.

CAREER TRAINING PROGRAMS – CURRICULA

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

BARBERING FOUNDATION
SOC Code 39.5011
Method of Delivery: Residential

The Barbering Foundation program of instruction consists of 1000 hours, the requirement for California State Board licensing. The program length for the Day Schedule is 29 weeks and the Evening Schedule is 40 weeks. Bellus Academy students are trained using the Bellus Cutting and Color system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies, as well as receiving financial literacy training. The following is a list of the state of California requirements for technical and practical criteria. The instructional program of our academies meets or exceeds these requirements.

COURSE OBJECTIVES:

1. To successfully prepare the student to pass the exam.
2. To prepare students for entry level employment
3. To develop personality skills as well as mechanical skills suitable for the field of Barbering
4. To develop marketing and sales skills to become a successful Barber.

METHODS OF INSTRUCTION SHALL INCLUDE:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Student participation in practice
5. Video
6. Demonstration
7. Role-Play
8. Online Theory using hardware and software to access content

BARBERING FOUNDATION COURSE OUTLINE:

Pursuant to B&P 7362.5(c) the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:	**MINIMUM HOURS**	**MINIMUM PROCEDURES**
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. *Includes:* **Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100	
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100	10
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	200	100
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	200	210
Shaving and Trimming of the Beard: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.	200	25
Bellus Academy Additional Instruction and Training: Including career development skills, business and marketing strategies, financial literacy, and clinic floor practicum. Externships (for those who qualify.).	200	

Once the minimum required hours have been met, it is up to the school to determine what subject(s) they will allocate additional hours to meet the 1000-hour requirement for the course.

GRADING POLICY:

Bellus Academy's course provides education and training in the areas associated with skills needed to graduate that are measured by course objectives. The school maintains complete records on each student or graduate for reference as required by the State. . All students receive a complete theory and practical test after each section of the program has been completed. Individual tutoring, if needed, is available in preparation for the state exam. Grading to evaluate learning objectives via distance education theory is primarily through tests. Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Written progress reports are maintained by the Academy. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program. Informal progress reports are distributed monthly and are available on the Bellus App so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor

OCCUPATIONAL TITLES:

Employment opportunities for Barbers include Barber, Stylist, Master Barber and Barber Shop Operator.

CLASS AVAILABILITY:

Classes are conducted, in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. Please see the Class Start Calendar in the Catalog for Start dates.

REQUIRED TEXTS AND ACCESS:

Hardware and software to access Pivot Point LAB digital textbook for Barbering and workbook; included in the kit cost.

LANGUAGE

The course is conducted in the English language.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*

When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

BARBERING FOUNDATION HYBRID
SOC Code 39.5011
Method of Delivery: Hybrid

The Barbering Foundation Hiybrid program of instruction consists of 1000 hours, the requirement for California State Board licensing. The program length for the Day Schedule is 29 weeks and the Evening Schedule is 40 weeks. Bellus Academy students are trained using the Bellus Cutting and Color system, which utilizes, verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies, as well as receiving Financial Literacy training within the classroom and via online education. The following is a list of the state of California requirements for technical and practical criteria. The instructional program of our academies meets or exceeds these requirements.

COURSE OBJECTIVES:

1. To successfully prepare the student to pass the exam.
2. To prepare students for entry level employment
3. To develop personality skills as well as mechanical skills suitable for the field of Barbering
4. To develop marketing and sales skills to become a successful Barber.

METHODS OF INSTRUCTION SHALL INCLUDE:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Student participation in practice
5. Video
6. Demonstration
7. Role-Play
8. Online Theory using hardware and software to access content

BARBERING FOUNDATION HYBRID COURSE OUTLINE:

Pursuant to B&P 7362.5(c) the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:	**MINIMUM HOURS**	**MINIMUM PROCEDURES**
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. *Includes:* **Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100	
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100	10
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	200	100
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	200	210
Shaving and Trimming of the Beard: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.	200	25
Bellus Academy Additional Instruction and Training: Including career development skills, business and marketing strategies, financial literacy, and clinic floor practicum. Externships (for those who qualify.).	200	

Distance Education:
Includes 3 months of online education, 2 days a week in the required state board minimums. To include sections of Health and Safety, Disinfection and Sanitation, Chemical Hair Services, Hairstyling, and Shaving/Beard Trimming.

GRADING POLICY:

Bellus Academy's course provides education and training in the areas associated with skills needed to graduate that are measured by course objectives. The academy offers theory instruction in both an asynchronous (progress is virtually tracked and monitored by an instructor that engages with the student on an individual basis) and synchronous (students and instructors interact with specified start and end times) distance education formats using electronic media. These delivery methods via distance education provide the same training as in a residential format. The school maintains complete records on each student or graduate for reference as required by the State. All students receive a complete theory and practical

test after each section of the program has been completed. Individual tutoring, if needed, is available in preparation for the state exam. Grading to evaluate learning objectives via distance education theory is primarily through tests. Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Written progress reports are maintained by the academy. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program that provide feedback on learning course objectives, that include participation in asynchronous and synchronous distance education, as applicable to the student. Informal progress reports are available on the Bellus App so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

OCCUPATIONAL TITLES:

Employment opportunities for Barbers include Barber, Stylist, Master Barber and Barber Shop Operator.

CLASS AVAILABILITY:

Classes are conducted, in residency and online, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. Coursework that is delivered through distance education is completed at a location determined by the student. Please see the Class Start Calendar in the Catalog for Start dates.

REQUIRED TEXTS AND ACCESS:

Hardware and software to access Pivot Point LAB digital textbook for Barbering and workbook; included in the kit cost.

LANGUAGE

The course is conducted in the English language.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*
When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

ADVANCED BARBERING
SOC Code 39.5011
Method of Delivery: Residential

The Advanced Barbering program of instruction consists of 1500 hours. The requirement for California State Board licensing is 1000 hours minimum, and the additional 500 hours in the program adds an additional layer of expertise. The program length for the Day Schedule is 43 weeks and the Evening Schedule is 60 weeks. Bellus Academy students are trained using the Bellus Cutting and Color system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies, as well as receiving Financial Literacy training within the classroom and via online education. The following is a list of the state of California requirements for technical and practical criteria. The instructional program of our academies meets or exceeds these requirements.

COURSE OBJECTIVES:

5. To successfully prepare the student to pass the exam.
6. To prepare students for entry level employment
7. To develop personality skills as well as mechanical skills suitable for the field of Barbering
8. To develop marketing and sales skills to become a successful Barber.

METHODS OF INSTRUCTION SHALL INCLUDE:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Student participation in practice
5. Video
6. Demonstration
7. Role-Play
8. Online Theory using hardware and software to access content

ADVANCED BARBERING COURSE OUTLINE:

Pursuant to B&P 7362.5(c) the curriculum for a barbering course shall, at a minimum, include technical and practical instruction in the following areas:	**MINIMUM THEORY HOURS**	**MINIMUM PROCEDURES**
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100	
Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.		
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100	10
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	350	155
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	350	320
Shaving and Trimming of the Beard: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.	250	40
Additional Instruction and Training: Including career development skills, business and marketing strategies, financial literacy, and clinic floor practicum. Externships (for those who qualify.).	350	

GRADING POLICY:

Bellus Academy's course provides education and training in the areas associated with skills needed to graduate that are measured by course objectives. The school maintains complete records on each student or graduate for reference as required by the State. All students receive a complete theory and practical test after each section of the program has been completed. Individual tutoring, if needed, is available in preparation for the state exam. Grading to evaluate learning objectives via distance education theory is primarily through tests. Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Written progress reports are maintained by the academy. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program. Informal progress reports are distributed monthly and are available on the Bellus App so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

OCCUPATIONAL TITLES:

Employment opportunities for Barbers include Barber, Stylist, Master Barber and Barber Shop Operator.

CLASS AVAILABILITY:

Classes are conducted, in residency and online, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. Please see the Class Start Calendar in the Catalog for Start dates.

REQUIRED TEXTS AND ACCESS:

Hardware and software to access Pivot Point LAB digital textbook for Barbering and workbook; included in the kit cost.

LANGUAGE

The course is conducted in the English language.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*
When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

ADVANCED BARBERING HYBRID
SOC Code 39.5011
Method of Delivery: Hybrid

The Advanced Barbering Hybrid program of instruction consists of 1500 hours. The requirement for California State Board licensing is 1000 hours minimum, and the additional 500 hours in the program adds an additional layer of expertise. The program length for the Day Schedule is 43 weeks and the Evening Schedule is 60 weeks. Bellus Academy students are trained using the Bellus Cutting and Color system, which utilizes, verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies, as well as receiving Financial Literacy training within the classroom and via online education. The following is a list of the state of California requirements for technical and practical criteria. The instructional program of our academies meets or exceeds these requirements.

COURSE OBJECTIVES:

1. To successfully prepare the student to pass the exam.
2. To prepare students for entry level employment
3. To develop personality skills as well as mechanical skills suitable for the field of Barbering
4. To develop marketing and sales skills to become a successful Barber.

METHODS OF INSTRUCTION SHALL INCLUDE:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Student participation in practice
5. Video
6. Demonstration
7. Role-Play
8. Online Theory using hardware and software to access content

ADVANCED BARBERING HYBRID COURSE OUTLINE:

Pursuant to B&P 7362.5(c) the curriculum for a barbering course shall, at a minimum, include technical and practical instruction in the following areas:	**MINIMUM THEORY HOURS**	**MINIMUM PROCEDURES**
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100	
Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.		
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100	10
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	350	155
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	350	320
Shaving and Trimming of the Beard: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.	250	40
Additional Instruction and Training: Including career development skills, business and marketing strategies, financial literacy, and clinic floor practicum. Externships (for those who qualify.).	350	

GRADING POLICY:

Bellus Academy's course provides education and training in the areas associated with skills needed to graduate that are measured by course objectives. The academy offers theory instruction in both an asynchronous (progress is virtually tracked and monitored by an instructor that engages with the student on an individual basis) and synchronous (students and instructors interact with specified start and end times) distance education formats using electronic media. These delivery methods via distance education provide the same training as in a residential format. The school

maintains complete records on each student or graduate for reference as required by the State. All students receive a complete theory and practical test after each section of the program has been completed. Individual tutoring, if needed, is available in preparation for the state exam. Grading to evaluate learning objectives via distance education theory is primarily through tests. Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Written progress reports are maintained by the academy. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program that provide feedback on learning course objectives, that include participation in asynchronous and synchronous distance education, as applicable to the student. Informal progress reports are available on the Bellus App so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

OCCUPATIONAL TITLES:

Employment opportunities for Barbers include Barber, Stylist, Master Barber and Barber Shop Operator.

CLASS AVAILABILITY:

Classes are conducted, online and in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. Coursework that is delivered through distance education is completed at a location determined by the student. Please see the Class Start Calendar in the Catalog for Start dates.

REQUIRED TEXTS AND ACCESS:

Hardware and software to access Pivot Point LAB digital textbook for Barbering and workbook; included in the kit cost.

LANGUAGE

The course is conducted in the English language.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*
When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

BARBERING COSMETOLOGY (1800 Hours)
SOC Code 39.5011
Method of Delivery: Residential

The Barbering Cosmetology program of instruction consists of 1800 hours and satisfies the requirement for California State Board licensing for both Barbering and Cosmetology. The program length for the Day Schedule is approximately 52 weeks and the Evening Schedule is approximately 72 weeks. Bellus Academy students are trained using the Bellus Cutting and Color system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies as well as receiving Financial Literacy training. The following is a list of the state of California requirements for technical and practical criteria. The instructional program of our Academies meets or exceeds these requirements. Graduates of the program are qualified to sit for both the Barbering and Cosmetology licensing exams.

COURSE OBJECTIVES:

1. To successfully prepare the student to pass the exam.
2. To prepare students for entry level employment
3. To develop personality skills as well as mechanical skills suitable for the field of Barbering
4. To develop marketing and sales skills to become a successful Barber.

METHODS OF INSTRUCTION SHALL INCLUDE:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Student participation in practice
5. Video
6. Demonstration
7. Role-Play
8 Online Theory using hardware and software to access online content

BARBERING COSMETOLOGY COURSE OUTLINE:

Pursuant to B&P 7362.5(c) the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:	**MINIMUM HOURS**	**MINIMUM PROCEDURES**
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100	
Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.		
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100	10
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	350	155
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	350	300
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	200	40
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays	75	30
Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.	150	25

Shaving and Trimming of the Beard: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.	250	40
Additional Instruction and Training: Including career development skills, business and marketing strategies, financial literacy, and clinic floor practicum. Externships (for those who qualify.).	225	

GRADING POLICY:

Bellus Academy's course provides education and training in the areas associated with skills needed to graduate that are measured by course objectives. The school maintains complete records on each student or graduate for reference as required by the State. All students receive a complete theory and practical test after each section of the program has been completed. Individual tutoring, if needed, is available in preparation for the state exam. Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Written progress reports are maintained by the academy. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program. Informal progress reports are distributed monthly and are available on the Bellus App so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

OCCUPATIONAL TITLES:

Employment opportunities for Barbers include Barber, Stylist, Master Barber and Barber Shop Operator. Cosmetologists entering the job market can be employed as assistants or stylists. Cosmetologists may also enter the employment field as a makeup artist, manicurist, facialist, hair color technician, ethnic styles specialist or haircutter.

CLASS AVAILABILITY:

Classes are conducted in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. Please see the Class Start Calendar in the Catalog for Start dates.

REQUIRED TEXTS:

Hardware and software to access Pivot Point LAB for Cosmetology + Barbering and workbook, included in the kit cost.

LANGUAGE

The course is conducted in the English language.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*

When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

BARBERING COSMETOLOGY HYBRID (1800 Hours)
SOC Code 39.5011
Method of Delivery: Hybrid

The Barbering Cosmetology Hybrid program of instruction consists of 1800 hours and satisfies the requirement for California State Board licensing for both Barbering and Cosmetology. The program length for the Day Schedule is approximately 52 weeks and the Evening Schedule is approximately 72 weeks. Bellus Academy students are trained using the Bellus Cutting and Color system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies as well as receiving Financial Literacy training. The following is a list of the state of California requirements for technical and practical criteria. The instructional program of our Academies meets or exceeds these requirements. Graduates of the program are qualified to sit for both the Barbering and Cosmetology licensing exams.

COURSE OBJECTIVES:

1. To successfully prepare the student to pass the exam.
2. To prepare students for entry level employment
3. To develop personality skills as well as mechanical skills suitable for the field of Barbering
4. To develop marketing and sales skills to become a successful Barber.

METHODS OF INSTRUCTION SHALL INCLUDE:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Student participation in practice
5. Video
6. Demonstration
7. Role-Play
8 Online Theory using hardware and software to access online content

BARBERING COSMETOLOGY HYBRID COURSE OUTLINE:

Pursuant to B&P 7362.5(c) the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:	**MINIMUM HOURS**	**MINIMUM PROCEDURES**
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100	
Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.		
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100	10
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	350	155
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	350	320
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	200	40
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays	75	30
Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.	150	25

Shaving and Trimming of the Beard:
Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages. 250 40

Additional Instruction and Training:
Including career development skills, business and marketing strategies, financial literacy, and clinic floor practicum. Externships (for those who qualify.). 225

Distance Education:
Includes 5 months of online education, 2 days a week in the required state board minimums. To include sections of Health and Safety, Disinfection and Sanitation, Chemical Hair Services, Hairstyling, Skin Care, Waxing, Brow/Lash Beautification, Nail Services.

GRADING POLICY:
Bellus Academy's course provides education and training in the areas associated with skills needed to graduate that are measured by course objectives. The academy offers theory instruction in both an asynchronous (progress is virtually tracked and monitored by an instructor that engages with the student on an individual basis) and synchronous (students and instructors interact with specified start and end times) distance education formats using electronic media. These delivery methods via distance education provide the same training as in a residential format. The school maintains complete records on each student or graduate for reference as required by the State. All students receive a complete theory and practical test after each section of the program has been completed. Individual tutoring, if needed, is available in preparation for the state exam. Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Written progress reports are maintained by the Academy. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program. Informal progress reports are distributed monthly so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

OCCUPATIONAL TITLES:
Employment opportunities for Barbers include Barber, Stylist, Master Barber and Barber Shop Operator. Cosmetologists entering the job market can be employed as assistants or stylists. Cosmetologists may also enter the employment field as a makeup artist, manicurist, facialist, hair color technician, ethnic styles specialist or haircutter.

CLASS AVAILABILITY:
Classes are conducted, online and in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. Coursework that is delivered through distance education is completed at a location determined by the student. Please see the Class Start Calendar in the Catalog for Start dates.

REQUIRED TEXTS AND ACCESS:
Hardware and software to access Pivot Point LAB digital textbook for Cosmetology + Barbering and workbook, included in the kit cost.

LANGUAGE
The course is conducted in the English language.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*
When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

BARBERING COSMETOLOGY (1400 Hours)
SOC Code 39.5011
Method of Delivery: Residential

The Barbering Cosmetology program of instruction consists of 1400 hours and satisfies the requirement for California State Board licensing for both Barbering and Cosmetology. The program length for the Day Schedule is approximately 40 weeks and the Evening Schedule is approximately 56 weeks. Bellus Academy students are trained using the Bellus Cutting and Color system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies as well as receiving Financial Literacy training. The following is a list of the state of California requirements for technical and practical criteria. The instructional program of our academies meets or exceeds these requirements. Graduates of the program are eligible to sit for both the Barbering and Cosmetology licensing exams.

COURSE OBJECTIVES:

1. To successfully prepare the student to pass the exam.
2. To prepare students for entry level employment
3. To develop personality skills as well as mechanical skills suitable for the field of Barbering
4. To develop marketing and sales skills to become a successful Barber.

METHODS OF INSTRUCTION SHALL INCLUDE:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Student participation in practice
5. Video
6. Demonstration
7. Role-Play
8 Online Theory using hardware and software to access online content

BARBERING COSMETOLOGY COURSE OUTLINE:

Pursuant to B&P 7362.5(c) the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:	**MINIMUM HOURS**	**MINIMUM PROCEDURES**
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100	
Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.		
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100	10
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	200	155
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	250	300
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	200	40
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays	50	30
Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.	150	25

Shaving and Trimming of the Beard: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.	200	40
Additional Instruction and Training: Including career development skills, business and marketing strategies, financial literacy, and clinic floor practicum. Externships (for those who qualify.).	150	

GRADING POLICY:

Bellus Academy's course provides education and training in the areas associated with skills needed to graduate that are measured by course objectives. The school maintains complete records on each student or graduate for reference as required by the State. All students receive a complete theory and practical test after each section of the program has been completed. Individual tutoring, if needed, is available in preparation for the state exam. Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Written progress reports are maintained by the academy. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program. Informal progress reports are distributed monthly and are available on the Bellus App so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

OCCUPATIONAL TITLES:

Employment opportunities for Barbers include Barber, Stylist, Master Barber and Barber Shop Operator. Cosmetologists entering the job market can be employed as assistants or stylists. Cosmetologists may also enter the employment field as a makeup artist, manicurist, facialist, hair color technician, ethnic styles specialist or haircutter.

CLASS AVAILABILITY:

Classes are conducted in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. Please see the Class Start Calendar in the Catalog for Start dates.

REQUIRED TEXTS:

Hardware and software to access Pivot Point LAB for Cosmetology + Barbering and workbook, included in the kit cost.

LANGUAGE

The course is conducted in the English language.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*

When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

COSMETOLOGY FOUNDATION
SOC Code 39.5012
Method of Delivery: Residential

The Cosmetology Foundation course of instruction consists of 1000 hours, the requirement for California State Board licensing. The program length for the Day Schedule is 29 weeks and the Evening Schedule is 40 weeks. Bellus Academy students are trained using the Bellus Cut and Color system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies as well as receiving financial literacy training. The following is a list of the state of California requirements for technical and practical criteria. The instructional program of our academies meets or exceeds these requirements.

COURSE OBJECTIVES:

1. To successfully prepare the student to pass the exam.
2. To prepare students for entry level employment
3. To develop personality skills as well as mechanical skills suitable for the field of Cosmetology
4. To develop marketing and sales skills to become a successful Cosmetologist.

METHODS OF INSTRUCTION SHALL INCLUDE:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Student participation in practice
5. Video
6. Demonstration
7. Role-Play
8 Online Theory using hardware and software to access online content

COSMETOLOGY FOUNDATION COURSE OUTLINE

Pursuant to B&P 7362.5(c) the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:	**MINIMUM HOURS**	**MINIMUM PROCEDURES**
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100	
Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.		
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100	10
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	200	100
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	200	210
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	150	25
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays	50	20
Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.	100	15
Additional Instruction and Training: Including career development skills, business and marketing strategies, financial literacy, and clinic floor practicum. Externships (for those who qualify.).	100	

GRADING POLICY

Bellus Academy's course provides education and training in the areas associated with skills needed to graduate that are measured by course objectives. The school maintains complete records on each student or graduate for reference as required by the State. All students receive a complete theory and practical test after each section of the program has been completed. Individual tutoring, if needed, is available in preparation for the state exam. Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Written progress reports are maintained by the Academy. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program. Informal progress reports are distributed monthly and are available on the Bellus App so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

OCCUPATIONAL TITLES:

Cosmetologists entering the job market can be employed as assistants or stylists. Cosmetologists may also enter the employment field as a makeup artist, manicurist, facialist, hair color technician, ethnic styles specialist or haircutter.

CLASS AVAILABILITY:

Classes are conducted in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. Please see the Class Start Calendar in the Catalog for Start dates.

REQUIRED TEXTS AND ACCESS:

Hardware and software to access Pivot Point LAB digital textbook for Cosmetology and Workbook, included in the kit cost.

LANGUAGE

The course is conducted in the English language.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*

When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

COSMETOLOGY FOUNDATION HYBRID
SOC Code 39.5012
Method of Delivery: Hybrid

The Cosmetology Foundation Hybrid course of instruction consists of 1000 hours, the requirement for California State Board licensing. The program length for the Day Schedule is 29 weeks and the Evening Schedule is 40 weeks. Bellus Academy students are trained using the Bellus Cut and Color system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies as well as receiving financial literacy training. The following is a list of the state of California requirements for technical and practical criteria. The instructional program of our academies meets or exceeds these requirements.

COURSE OBJECTIVES:

1. To successfully prepare the student to pass the exam.
2. To prepare students for entry level employment
3. To develop personality skills as well as mechanical skills suitable for the field of Cosmetology
4. To develop marketing and sales skills to become a successful Cosmetologist.

METHODS OF INSTRUCTION SHALL INCLUDE:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Student participation in practice
5. Video
6. Demonstration
7. Role-Play
8. Online Theory using hardware and software to access content

COSMETOLOGY FOUNDATION HYBRID COURSE OUTLINE

Pursuant to B&P 7362.5(c) the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:	**MINIMUM HOURS**	**MINIMUM PROCEDURES**
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100	
Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.		
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100	10
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	200	100
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	200	210
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	150	25
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays	50	20
Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.	100	15
Additional Instruction and Training: Including career development skills, business and marketing strategies, financial literacy, and clinic floor practicum. Externships (for those who qualify.).	100	

Distance Education:
Includes 3 months of online education, 2 days a week in the required state board minimums. To include sections of Health and Safety, Disinfection and Sanitation, Chemical Hair Services, Hairstyling, Skin Care, Waxing, Brow/Lash Beautification, Nail Services.

GRADING POLICY

Bellus Academy's course provides education and training in the areas associated with skills needed to graduate that are measured by course objectives. The academy offers theory instruction in both an asynchronous (progress is virtually tracked and monitored by an instructor that engages with the student on an individual basis) and synchronous (students and instructors interact with specified start and end times) distance education formats using electronic media. These delivery methods via distance education provide the same training as in a residential format. The school maintains complete records on each student or graduate for reference as required by the State. All students receive a complete theory and practical test after each section of the program has been completed. Individual tutoring, if needed, is available in preparation for the state exam. Grading to evaluate learning objectives via distance education theory is primarily through tests. Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Written progress reports are maintained by the academy. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program that provide feedback on learning course objectives, that include participation in asynchronous and synchronous distance education, as applicable to the student. Informal progress reports are available on the Bellus App so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

OCCUPATIONAL TITLES:

Cosmetologists entering the job market can be employed as assistants or stylists. Cosmetologists may also enter the employment field as a makeup artist, manicurist, facialist, hair color technician, ethnic styles specialist or haircutter.

CLASS AVAILABILITY:

Classes are conducted, in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. Coursework that is delivered through distance education is completed at a location determined by the student. Please see the Class Start Calendar in the Catalog for Start dates.

REQUIRED TEXTS AND ACCESS:

Hardware and software to access Pivot Point LAB digital textbook for Cosmetology and workbook; included in the kit cost.

LANGUAGE

The course is conducted in the English language.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*
When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

ADVANCED COSMETOLOGY
SOC Code 39.5012
Method of Delivery: Residential

The Advanced Cosmetology course of instruction consists of 1500 hours. The requirement for California State Board licensing is 1000 hours minimum, and the additional 500 hours in the program adds an additional layer of expertise. The program length for the Day Schedule is 43 weeks and the Evening Schedule is 60 weeks. Bellus Academy students are trained using the Bellus Cut and Color system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies, as well as receiving Financial Literacy training within the classroom and via online education. The following is a list of the state of California requirements for technical and practical criteria. The instructional program of our academies meets or exceeds these requirements.

COURSE OBJECTIVES:

1. To successfully prepare the student to pass the exam.
2. To prepare students for entry level employment
3. To develop personality skills as well as mechanical skills suitable for the field of Cosmetology
4. To develop marketing and sales skills to become a successful Cosmetologist.

METHODS OF INSTRUCTION SHALL INCLUDE:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Student participation in practice
5. Video
6. Demonstration
7. Role-Play
8 Online Theory using hardware and software to access online content

ADVANCED COSMETOLOGY COURSE OUTLINE:

Pursuant to B&P 7362.5(c) the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:	**MINIMUM HOURS**	**MINIMUM PROCEDURES**
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100	
Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.		
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100	10
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	350	155
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	350	320
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	200	40
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays	75	30
Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.	150	25
Additional Instruction and Training: Including career development skills, business and marketing strategies, financial literacy, and clinic floor practicum. Externships (for those who qualify.).	175	

GRADING POLICY:

Bellus Academy's course provides education and training in the areas associated with skills needed to graduate that are measured by course objectives. The school maintains complete records on each student or graduate for reference as required by the State. All students receive a complete theory and practical test after each section of the program has been completed. Individual tutoring, if needed, is available in preparation for the state exam. Grading to evaluate learning objectives via distance education theory is primarily through tests. Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Written progress reports are maintained by the academy. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program. Informal progress reports are distributed monthly and are available on the Bellus App so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

OCCUPATIONAL TITLES:

Cosmetologists entering the job market can be employed as assistants or stylists. Cosmetologists may also enter the employment field as a makeup artist, manicurist, facialist, hair color technician, ethnic styles specialist or haircutter.

CLASS AVAILABILITY:

Classes are conducted, in residency Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. Please see the Class Start Calendar in the Catalog for Start dates.

REQUIRED TEXTS AND ACCESS:

Hardware and software to access Pivot Point LAB digital textbook for Cosmetology and Workbook, included in the kit cost.

LANGUAGE

The course is conducted in the English language.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*
When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

ADVANCED COSMETOLOGY HYBRID
SOC Code 39.5012
Method of Delivery: Hybrid

The Advanced Cosmetology Hybrid program of instruction consists of 1500 hours. The requirement for California State Board licensing is 1000 hours minimum, and the additional 500 hours in the program adds an additional layer of expertise. The program length for the Day Schedule is 43 weeks and the Evening Schedule is 60 weeks. Bellus Academy students are trained using the Bellus Cut and Color system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies, as well as receiving Financial Literacy training within the classroom and via online education. The following is a list of the state of California requirements for technical and practical criteria. The instructional program of our Academies meets or exceeds these requirements.

COURSE OBJECTIVES:

1. To successfully prepare the student to pass the exam.
2. To prepare students for entry level employment
3. To develop personality skills as well as mechanical skills suitable for the field of Cosmetology
4. To develop marketing and sales skills to become a successful Cosmetologist.

METHODS OF INSTRUCTION SHALL INCLUDE:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
5. Video
6. Demonstration
7. Role-Play
8. Online Theory using hardware and software to access content

ADVANCED COSMETOLOGY HYBRID COURSE OUTLINE:

Pursuant to B&P 7362.5(c) the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:	**MINIMUM HOURS**	**MINIMUM PROCEDURES**
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100	
Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.		
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100	10
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	350	155
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	350	320
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	200	40
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays	75	30
Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.	150	25
Additional Instruction and Training: Including career development skills, business and marketing strategies, financial literacy, and clinic floor practicum. Externships (for those who qualify.).	175	

Distance Education:
Includes 5 months of online education, 2 days a week in the required state board minimums. To include sections of Health and Safety, Disinfection and Sanitation, Chemical Hair Services, Hairstyling, Skin Care, Waxing, Brow/Lash Beautification, Nail Services.

GRADING POLICY:

Bellus Academy's course provides education and training in the areas associated with skills needed to graduate that are measured by course objectives. The academy offers theory instruction in both an asynchronous (progress is virtually tracked and monitored by an instructor that engages with the student on an individual basis) and synchronous (students and instructors interact with specified start and end times) distance education formats using electronic media. These delivery methods via distance education provide the same training as in a residential format. The school maintains complete records on each student or graduate for reference as required by the State. All students receive a complete theory and practical test after each section of the program has been completed. Individual tutoring, if needed, is available in preparation for the state exam. Grading to evaluate learning objectives via distance education theory is primarily through tests. Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Written progress reports are maintained by the academy. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program that provide feedback on learning course objectives, that include participation in asynchronous and synchronous distance education, as applicable to the student. Informal progress reports are available on the Bellus App so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

OCCUPATIONAL TITLES:

Cosmetologists entering the job market can be employed as assistants or stylists. Cosmetologists may also enter the employment field as a makeup artist, manicurist, facialist, hair color technician, ethnic styles specialist or haircutter.

CLASS AVAILABILITY:

Classes are conducted, in residency and online, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. Coursework that is delivered through distance education is completed at a location determined by the student. Please see the Class Start Calendar in the Catalog for Start dates.

REQUIRED TEXTS AND ACCESS:

Hardware and software to access Pivot Point LAB digital textbook for Cosmetology and Workbook, included in the kit cost.

LANGUAGE

The course is conducted in the English language.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*
When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

COSMETOLOGY 102
*****Not currently offered*****
COSMETOLOGY / MAKEUP– SOC Code 39-5012 and 39-5091
Method of Delivery: Residential

The Cosmetology 102 program of instruction consists of 1750 hours and combines the 1600-hour basic Cosmetology program required for the state board license with the 150-hour Makeup Artistry program. The program length for the Day Schedule is 50 weeks and the Evening Schedule is 70 weeks. The Makeup Artistry portion of the program utilizes the Make-up Designory (MUD) curriculum and adds an additional level of skills to the student's training and expertise. Cosmetology students are trained using the Bellus Cutting and Color system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies as well as receiving Financial Literacy training. The following is a list of the state of California requirements for technical and practical criteria. The instructional program of our academies meets or exceeds these requirements.

COURSE OBJECTIVES:

1. To successfully prepare the student to pass the exam.
2. To prepare students for entry level employment
3. To develop personality skills as well as mechanical skills suitable for the field of Cosmetology
4. To develop marketing and sales skills to become a successful Stylist, Hairdresser, Makeup Artist.

METHODS OF INSTRUCTION SHALL INCLUDE:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Student participation in practice
5. Video
6. Demonstration
7. Role-Play
8. Online Theory using hardware and software to access content

Residential Delivery

Subject	Minimum Theory Hours	Minimum Practical Operations
Makeup Artistry – 150 Hours		
History	1	
Sanitation/Safety/Hygiene	5	10
Makeup:		
A. Skin Analysis	3	10
B. Color Theory	8	
C. Base Application	3	10
D. Concealers/Highlighters	9	10
E. Eye Brow Artistry	5	10
F. Eye Shadow and Liner	8	10
G. Lash & Brow Tinting/Mascara	5	10
H. Cheek Color and Application	5	10
I. Lip Liner	5	10
J. Artificial Eyelashes and Lip Color	5	10
K. Makeup for Mature Skin / Ethnic Skin	8	10
L. Male Corrective Makeup	5	5
M. Varying Mediums	3	5
N. Airbrushing	3	5
O. Body Makeup and Outside of the Box	3	5
P. Special Effects	3	5
Makeup Application:		
A. Bridal	8	10
B. Daytime	8	10
C. Evening	8	10
D. Corrective	8	10
E. Photography	8	10
Portfolio Building	10	
Personal Success in Makeup Artistry	4	
A. "Must do's" in Makeup Artistry/Their Relevance to Success		
B. Marketing Yourself and Your Salon/Spa		
C. Salon Business and Professional Development		

Business Skills	2	
A. Importance of service, sales and homecare		
B. Compensation		
C. Building Your Business		
D. Networking in the Industry/Alumni Activities		
E. Continuing Education: Supporting Success		
Review, Practice and Testing	5	
Additional Training	2	

Cosmetology – 1600 Hours

Hair Dressing – 1100 Hours

Including at minimum:		
Hairstyling:	65	240
Includes, but is not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling		
Permanent Waving and Chemical Straightening:	40	105
Includes, but is not limited to: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.		
Hair Coloring and Bleaching:	60	50
Includes, but is not limited to: The use of semi-permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.		
Hair Cutting:	20	80
Includes, but is not limited to: Use of scissors, razor, (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.		

Health and Safety – 200 Hours

Including at minimum:	
Laws and Regulations:	
Includes Barbering & Cosmetology Act/Rules & Regulations	20
Health and Safety Considerations:	45
Includes, but is not limited to: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations; elementary chemical makeup, chemical skin peels and chemical and physical changes of matter; hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.	
Disinfection and Sanitation:	20
Includes, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures for equipment used in establishments. (Disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	
Anatomy and Physiology:	15
Includes, but is not limited to: Human anatomy, human physiology.	

Esthetics – 200 Hours

Including at minimum:		
Manual, Electrical and Chemical Facials:	25	40
Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs and masks; electrical facials including the use of electrical modalities, and electrical apparatus, for facials and skin care purposes; chemical facials including chemical skin peels, packs, masks and scrubs.		
Eyebrow Beautification and Makeup:	25	30
Includes, but is not limited to: Eyebrow arching and hair removal, including the use of wax, tweezers, electric or manual, and depilatories		

for the removal of superfluous hair. Makeup shall include but is not limited to: Skin analysis, complete and corrective Makeup, lash and brow tinting, and the application of false eyelashes and eyelash extensions.

Manicuring and Pedicuring – 100

Including at minimum:

Manicuring and Pedicuring: Includes, but is not limited to: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	10	25
Artificial Nails and Wraps: Includes, but is not limited to: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.	25	120 (nails)

Additional Instruction and Training

Incorporated throughout the program: Externships (for those who qualify); may include Community Service and/or Off-Site Learning; Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records;
Review, practice and testing.

CLASS AVAILABILITY:

Classes are conducted, in an online format and in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. The Makeup Artistry portion of the class is Monday through Friday from 8:30 am to 4:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. New class starts are scheduled monthly. Coursework that is delivered through distance education is completed at a location determined by the student.

REQUIRED TEXTS AND ACCESS:

Hardware and software to access Pivot Point LAB digital textbook for Cosmetology and workbook; included in the kit cost.

LANGUAGE

The course is conducted in the English language.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*

When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

COSMETOLOGY 104
*****Not currently offered*****
COSMETOLOGY / MAKEUP / BE CREATIVE – SOC Code 39-5012 and 39-5091
Method of Delivery: Residential

The Cosmetology 104 program of instruction consists of 1900 hours and combines the 1600-hour basic Cosmetology program, required for the California license, with the 150-hour Bellus Education Creative course, and the 150-hour Makeup Artistry program. The program length for the Day Schedule is 54 weeks and the Evening Schedule is 76 weeks. The Bellus Education Creative course is a 150-hour course that offers the very latest in inspirational cutting and color techniques utilizing the most recent Wella Trend Vision training. The course provides enhanced expertise in Classic Cutting and Coloring to equip the student with techniques and cutting methods current in the industry. The Makeup Artistry portion of the program utilizes the Make-up Designory (MUD) curriculum and adds an additional level of skills to the student's training and expertise. Bellus Academy students are trained using the Bellus Cutting and Color system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies as well as receiving Financial Literacy training. The following is a list of the state of California requirements for technical and practical criteria and the components of the Bellus Education Creative and Makeup Artistry modules. The instructional program of our academies meets or exceeds these requirements.

Subject	Minimum Theory Hours	Minimum Practical Operations
Makeup Artistry – 150 Hours		
History	1	
Sanitation/Safety/Hygiene	5	10
Makeup:		
A. Skin Analysis	3	10
B. Color Theory	8	
C. Base Application	3	10
D. Concealers/Highlighters	9	10
E. Eye Brow Artistry	5	10
F. Eye Shadow and Liner	8	10
G. Lash & Brow Tinting/Mascara	5	10
H. Cheek Color and Application	5	10
I. Lip Liner	5	10
J. Artificial Eyelashes and Lip Color	5	10
K. Makeup for Mature Skin / Ethnic Skin	8	10
L. Male Corrective Makeup	5	5
M. Varying Mediums	3	5
N. Airbrushing	3	5
O. Body Makeup and Outside of the Box	3	5
P. Special Effects	3	5
Makeup Application:		
A. Bridal	8	10
B. Daytime	8	10
C. Evening	8	10
D. Corrective	8	10
E. Photography	8	10
Portfolio Building	10	
Personal Success in Makeup Artistry	4	
A. "Must do's" in Makeup Artistry/Their Relevance to Success		
B. Marketing Yourself and Your Salon/Spa		
C. Salon Business and Professional Development		
Business Skills	2	
A. Importance of service, sales and homecare		
B. Compensation		
C. Building Your Business		
D. Networking in the Industry/Alumni Activities		
E. Continuing Education: Supporting Success		
Review, Practice and Testing	5	
Additional Training	2	
Cosmetology – 1600 Hours		

Hair Dressing – 1100 Hours

Including at minimum:

Hairstyling:	65	240
Includes, but is not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling		
Permanent Waving and Chemical Straightening:	40	105
Includes, but is not limited to: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.		
Hair Coloring and Bleaching:	60	50
Includes, but is not limited to: The use of semi-permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.		
Hair Cutting:	20	80
Includes, but is not limited to: Use of scissors, razor, (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.		

Health and Safety – 200 Hours

Including at minimum:

Laws and Regulations:	
Includes Barbering & Cosmetology Act/Rules & Regulations	20
Health and Safety Considerations:	45
Includes, but is not limited to: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations; elementary chemical makeup, chemical skin peels and chemical and physical changes of matter; hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.	
Disinfection and Sanitation:	20
Includes, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures for equipment used in establishments. (Disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	
Anatomy and Physiology:	15
Includes, but is not limited to: Human anatomy, human physiology.	

Esthetics – 200 Hours

Including at minimum:

Manual, Electrical and Chemical Facials:	25	40
Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs and masks; electrical facials including the use of electrical modalities, and electrical apparatus, for facials and skin care purposes; chemical facials including chemical skin peels, packs, masks and scrubs.		
Eyebrow Beautification and Makeup:	25	30
Includes, but is not limited to: Eyebrow arching and hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Makeup shall include but is not limited to: Skin analysis, complete and corrective Makeup, lash and brow tinting, and the application of false eyelashes and eyelash extensions.		

Manicuring and Pedicuring – 100

Including at minimum:

Manicuring and Pedicuring:	10	25
Includes, but is not limited to: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.		
Artificial Nails and Wraps:	25	120 (nails)
Includes, but is not limited to: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.		

Additional Instruction and Training

Incorporated throughout the program: Externships (for those who qualify); may include Community Service and/or Off-Site Learning; Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records;
Review, practice and testing.

Total Cosmetology Hours – 1600

Bellus Education Creative – 150 Hours

1. Color Disciplines
   Law of Color, Creative applications, Balayage, Foils
   Corrective, Shadowing, Iridescent Effects
2. Cutting Disciplines
   Artistic Discipline, One-length Bob, Framing the Face 6-Point System, Layering-Concave, Square, Round
3. Styling Disciplines
   Building Solid Shapes, Braiding, Adding hair pieces, Rats, Accessories
4. Design Disciplines
   Inspiration-based Theory, Story Boards, Photo Shoot

Total Program Hours – 1900

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*

When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

ESTHETICS
SOC Code 39-5094
Method of Delivery: Residential

The Esthetics course of instruction consists of 600 hours of classroom and clinic area experience required for California State Board licensing. The program length for the Day Schedule is approximately 20 weeks and the Evening Schedule is approximately 24 weeks. Along with high quality technical training, students will learn career development skills such as client consultation, business tracking systems, and marketing strategies, as well as receiving Financial Literacy training within the classroom and via online education. The following is a list of the state of California requirements for technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

COURSE OBJECTIVES:

1. To successfully prepare the student to pass the exam.
2. To prepare students for entry level employment
3. To develop personality skills as well as mechanical skills suitable for the field of skin care
4. To develop marketing and sales skills to become a successful skin care professional.

METHODS OF INSTRUCTION SHALL INCLUDE:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Student participation in practice
5. Video
6. Demonstration
7. Role-Play
8 Online Theory using hardware and software to access content

ESTHETICS COURSE OUTLINE:

Pursuant to B&P 7362.5(c) the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:	**MINIMUM HOURS**	**MINIMUM PROCEDURES**
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. **Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100	
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100	
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	350	140
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	50	90

GRADING POLICY:

Bellus Academy's course provides education and training in the areas associated with skills needed to graduate that are measured by course objectives. The school maintains complete records on each student or graduate for reference as required by the State. All students receive a complete theory and practical test after each section of the program has been completed. Individual tutoring, if needed, is available in preparation for the state exam. Grading to evaluate learning objectives via distance education theory is primarily through tests. Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Written progress reports are maintained by the academy. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program. Informal progress reports are distributed monthly and are available on the Bellus App so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

OCCUPATIONAL TITLES

Graduates will enter the field as estheticians, sometimes known as facialists or skin care technicians.

CLASS AVAILABILITY

Classes are conducted, in residency and online, Monday through Friday from 9:00 am to 3:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. Please see the Class Start Calendar in the Catalog for Start dates.

REQUIRED TEXTS AND ACCESS

Hardware and software to access Pivot Point LAB digital textbook for Esthetics and Workbook: included in the kit cost.

LANGUAGE

The course is conducted in the English language.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*
When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

ESTHETICS HYBRID
SOC Code 39-5094
Method of Delivery: Hybrid

The Esthetics Hybrid course of instruction consists of 600 hours of classroom and clinic area experience required for California State Board licensing. Along with high quality technical training, students will learn career development skills such as client consultation, business tracking systems, and marketing strategies, as well as receiving Financial Literacy training within the classroom and via online education. The following is a list of the state of California requirements for technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

COURSE OBJECTIVES:

1. To successfully prepare the student to pass the exam.
2. To prepare students for entry level employment
3. To develop personality skills as well as mechanical skills suitable for the field of skin care
4. To develop marketing and sales skills to become a successful skin care professional.

METHODS OF INSTRUCTION SHALL INCLUDE:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Student participation in practice
5. Video
6. Demonstration
7. Role-Play
8 Online Theory using hardware and software to access content

ESTHETICS HYBRID COURSE OUTLINE:

Pursuant to B&P 7362.5(c) the curriculum for a skin care course shall, at a minimum, include technical and practical instruction in the following areas:	**MINIMUM HOURS**	**MINIMUM PROCEDURES**
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. **Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100	
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100	
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	350	140
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	50	90

GRADING POLICY:

Bellus Academy's course provides education and training in the areas associated with skills needed to graduate that are measured by course objectives. The academy offers theory instruction in both an asynchronous (progress is virtually tracked and monitored by an instructor that engages with the student on an individual basis) and synchronous (students and instructors interact with specified start and end times) distance education formats using electronic media. These delivery methods via distance education provide the same training as in a residential format. The school maintains complete records on each student or graduate for reference as required by the State. All students receive a complete theory and practical test after each section of the program has been completed. Individual tutoring, if needed, is available in preparation for the state exam. Grading to

evaluate learning objectives via distance education theory is primarily through tests. Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Written progress reports are maintained by the Academy. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program. Informal progress reports are distributed monthly and are available on the Bellus App so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

OCCUPATIONAL TITLES

Graduates will enter the field as estheticians, sometimes known as facialists or skin care technicians.

CLASS AVAILABILITY

Classes are conducted, in residency and online, Monday through Friday from 9:00 am to 3:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. Coursework that is delivered through distance education is completed at a location determined by the student. Please see the Class Start Calendar in the Catalog for Start dates.

REQUIRED TEXTS AND ACCESS

Hardware and software to access Pivot Point LAB digital textbook for Esthetics and Workbook; included in the kit cost.

LANGUAGE

The course is conducted in the English language.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*
When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

***ESTHETICS* 102**
*****Not currently offered*****
ESTHETICS / MAKEUP – SOC Code 39-5094 and 39-5091
Method of Delivery: Residential and Hybrid

The Esthetician 102 program is a 750-hour program combining 600 hours of skin care training required for state board licensing and 150 hours of Makeup training utilizing the Make-up Designory (MUD) curriculum. The program length for the Day Schedule is 25 weeks and the Evening Schedule is 30 weeks. The Makeup Artistry portion of the program adds an additional level of skills to the student's training and expertise. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies as well as receiving Financial Literacy training. The following is a list of the state of California requirements for technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

Residential Delivery

Subject	Minimum Theory Hours	Minimum Practical Operations
Makeup Artistry – 150 Hours		
History	1	
Sanitation/Safety/Hygiene	5	10
Makeup:		
A. Skin Analysis	3	10
B. Color Theory	8	
C. Base Application	3	10
D. Concealers/Highlighters	9	10
E. Eye Brow Artistry	5	10
F. Eye Shadow and Liner	8	10
G. Lash & Brow Tinting/Mascara	5	10
H. Cheek Color and Application	5	10
I. Lip Liner	5	10
J. Artificial Eyelashes and Lip Color	5	10
K. Makeup for Mature Skin / Ethnic Skin	8	10
L. Male Corrective Makeup	5	5
M. Varying Mediums	3	5
N. Airbrushing	3	5
O. Body Makeup and Outside of the Box	3	5
P. Special Effects	3	5
Makeup Application:		
A. Bridal	8	10
B. Daytime	8	10
C. Evening	8	10
D. Corrective	8	10
E. Photography	8	10
Portfolio Building	10	
Personal Success in Makeup Artistry	4	
A. "Must do's" in Makeup Artistry/Their Relevance to Success		
B. Marketing Yourself and Your Salon/Spa		
C. Salon Business and Professional Development		
Business Skills	2	
A. Importance of service, sales and homecare		
B. Compensation		
C. Building Your Business		
D. Networking in the Industry/Alumni Activities		
E. Continuing Education: Supporting Success		
Review, Practice and Testing	5	
Additional Training	2	
Esthetician – 600 Hours		
Facials – 350 Hours		
Manual, Electrical and Chemical Facials Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs, and masks; Electrical facials Including the use of electrical modalities, and electrical apparatus, for facials and	70	140

skin care purposes, including microdermabrasion; Chemical facials including chemical skin peels, packs, masks and scrubs.		
Preparation	15	
Includes, but is not limited to: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, CPR/AED theory, salon and spa skills.		
Health and Safety – 200 Hours		
Laws and Regulations	10	
Includes, but is not limited to Barbering and Cosmetology Act and the Board's Rules and Regulations.		
Health and Safety Considerations	40	
Includes, but is not limited to: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B; chemical composition and purpose of cosmetic and skin care preparations; elementary chemical makeup, chemical skin peels, physical and chemical changes of matter; electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.		
Disinfection and Sanitation	10	
Includes, but is not limited to: Procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures. disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.		
Anatomy and Physiology	15	
Includes, but is not limited to: Human anatomy, human physiology, bacteriology, skin analysis and conditions.		
Hair Removal and Makeup – 50 Hours		
Eyebrow Beautification	25	50
Includes, but is not limited to: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.		
Makeup	20	40
Includes, but is not limited to: Skin analysis, basic and corrective application.		
Additional Instruction and Training		
Incorporated throughout the program: may include Community Service and/or Off-Site Learning; Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing.		

Hybrid (online and residential) Delivery

Subject	Online Theory	On Campus Theory	Minimum Theory Hours	Minimum Practical Operations
Facials – 350 Hours				
Manual, Electrical and Chemical Facials	35	35	70	140
Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs, and masks; Electrical facials Including the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes, including microdermabrasion; Chemical facials including chemical skin peels, packs, masks and scrubs.				
Preparation	10	5	15	
Includes, but is not limited to: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, CPR/AED theory, salon and spa skills.				
Health and Safety – 200 Hours				
Laws and Regulations	5	5	10	
Includes, but is not limited to Barbering and Cosmetology Act and the Board's Rules and Regulations.				
Health and Safety Considerations	20	20	40	

Subject	Online Theory	On Campus Theory	Minimum Theory Hours	Minimum Practical Operations
Includes, but is not limited to: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B; chemical composition and purpose of cosmetic and skin care preparations; elementary chemical makeup, chemical skin peels, physical and chemical changes of matter; electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.				
Disinfection and Sanitation	5	5	10	
Includes, but is not limited to: Procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures, disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.				
Anatomy and Physiology	10	5	15	
Includes, but is not limited to: Human anatomy, human physiology, bacteriology, skin analysis and conditions.				
Hair Removal and Make-up – 50 Hours				
Eyebrow Beautification	10	15	25	50
Includes, but is not limited to: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.				
Make-up	10	10	20	40
Includes, but is not limited to: Skin analysis, basic and corrective application, application of false eyelashes.				
Additional Instruction and Training	15	*0*		
Incorporated throughout the program includes: Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing				

MAKEUP ARTISTRY REQUIREMENTS Subjects	Theory and Practical Hours	Operations / Applications
History	1	
Sanitation/Safety/Hygiene	5	10
Makeup:		
A. Skin Analysis	3	10
B. Color Theory	8	
C. Base Application	3	10
D. Concealers/Highlighters	9	10
E. Eye Brow Artistry	5	10
F. Eye Shadow and Liner	8	10
G. Lash & Brow Tinting/Mascara	5	10
H. Cheek Color and Application	5	10
I. Lip Liner	5	10
J. Artificial Eyelashes and Lip Color	5	10
K. Makeup for Mature Skin / Ethnic Skin	8	10
L. Male Corrective Makeup	5	5
M. Varying Mediums	3	5
N. Airbrushing	3	5
O. Body Make-up and Outside of the Box	3	5
P. Special Effects	3	5
Makeup Application:		
A. Bridal	8	10
B. Daytime	8	10
C. Evening	8	10
D. Corrective	8	10
E. Photography	8	10
Portfolio Building	10	

Subjects		Theory and Practical Hours	Operations / Applications
Personal Success in Makeup Artistry		4	
A. "Must do's" in Makeup Artistry/Their Relevance to Success			
B. Marketing Yourself and Your Salon/Spa			
C. Salon Business and Professional Development			
Business Skills		2	
A. Importance of service, sales and homecare			
B. Compensation			
C. Building Your Business			
D. Networking in the Industry/Alumni Activities			
E. Continuing Education: Supporting Success			
Review, Practice and Testing		5	
Additional Training		2	
PROGRAM TOTAL 750	***120***		

CLASS AVAILABILITY

Classes are conducted, in an online format and in residency, Monday through Friday from 9:00 am to 3:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. The Makeup Artistry portion of the class is Monday through Friday from 8:30 am to 4:30 pm forday students and Monday through Friday from 5:00 pm to 10:00 pm for night students. New class starts are scheduled monthly. Coursework that isdelivered through distance education is completed at a location determined by the student.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*

When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

ESTHETICS 103
ESTHETICS / ADVANCED ESTHETICS – SOC Code 39-5094
Method of Delivery: Residential

The Esthetics 103 program is a 900-hour program combining 600 hours of basic skin care training required for state board licensing, and 300 hours of advanced esthetics techniques. The program length for the Day Schedule is 30 weeks and the Evening Schedule is 36 weeks. The advanced esthetics portion of the program provides additional esthetic services as well as advanced techniques, protocols, business skills, communication and customer service competencies sought by luxury and medi-spa owners and managers. Along with high quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies, as well as receiving Financial Literacy training within the classroom and via online education. The following is a list of the state of California requirements for technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

COURSE OBJECTIVES:

1. To successfully prepare the student to pass the exam.
2. To prepare students for entry level employment
3. To develop personality skills as well as mechanical skills suitable for the field of skin care
4. To develop marketing and sales skills to become a successful skin care professional.

METHODS OF INSTRUCTION SHALL INCLUDE:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Student participation in practice
5. Video
6. Demonstration
7. Role-Play
8 Online Theory using hardware and software to access content

ESTHETICS 103 COURSE OUTLINE:

Pursuant to B&P 7362.5(c) the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:	**MINIMUM HOURS**	**MINIMUM PROCEDURES**
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. **Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100	
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100	
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	350	140
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	50	90

	MINIMUM HOURS	MINIMUM PROCEDURES
Advanced Wellness Modalities for Face Includes, but is not limited to: Microcurrent/EMS, LED treatments for acne, rejuvenation Lifting/Peptide Anti-Aging Facials, Oxygen Anti-Aging Treatments, Oxygen Anti-Acne Treatments, Dermabrasion Infusion, Lymphatic Drainage Facial Massage Techniques, Chemical Peels	100	15
Body/Anti Cellulite Treatments Includes, but is not limited to: Back and body treatments, Polishes, Wraps.	25	5
Eyelash Extensions Includes, but is not limited to: Understanding Hair Growth, Eyelash Extension Materials and Tools, Adhesive Chemistry and Toxicology, Application Methods, Health and Safety, Efficacy of Lash Extensions Health and Safety	25	10
Advanced Brow Enhancement Includes, but is not limited: Brow shaping utilizing hair removal, Brow Stenciling	10	10
Aromatherapy Includes, but is not limited: Understanding the use and application of essential oils, how it is used in esthetics treatments, benefits to physical and mental health.	15	5
Oncology Esthetics An intensive program to give you the foundational skills to safely and confidently work on clients who are undergoing treatment for cancer or are post treatment for cancer.	25	10
CBD Wellness Workshop Includes, but is not limited to: The Endocannabinoid System, Terpenes, Cannabis, Broad Spectrum versus Full Spectrum and the benefits of CBD	25	5
Business Skills Includes, but is not limited to: Professional communication skills, public speaking and presentation skills, 3 R's (Retail, Rebooking, Retention), vision board and business Plan Creation-Build	35	
Additional Training Industry Icon interviews, live presentations in class from specialized vendors and spa owners, opportunities to visit spas.	40	

GRADING POLICY:

Bellus Academy's course provides education and training in the areas associated with skills needed to graduate that are measured by course objectives. The school maintains complete records on each student or graduate for reference as required by the State. All students receive a complete theory and practical test after each section of the program has been completed. Individual tutoring, if needed, is available in preparation for the state exam. Grading to evaluate learning objectives via distance education theory is primarily through tests. Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Written progress reports are maintained by the Academy. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program. Informal progress reports are distributed monthly and are available on the Bellus App so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

OCCUPATIONAL TITLES

Graduates will enter the field as estheticians, sometimes known as facialists or skin care technicians.

CLASS AVAILABILITY

Classes are conducted, in residency and online, Monday through Friday from 9:00 am to 3:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. Please see the Class Start Calendar in the Catalog for Start dates.

REQUIRED TEXTS AND ACCESS

Hardware and software to access Pivot Point LAB digital textbook for Esthetics and Workbook: Advanced, 2nd Edition, and Workbook, published by Cengage Learning; ISBN-13:978-1-1111-3909-4; included in the kit cost.

LANGUAGE

The course is conducted in the English language.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*
When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

ESTHETICS 103 HYBRID
ESTHETICS / ADVANCED ESTHETICS – SOC Code 39-5094
Method of Delivery: Hybrid

The Esthetics 103 Hybrid program is a 900-hour program combining 600 hours of basic skin care training required for state board licensing, and 300 hours of advanced esthetics techniques. The program length for the Day Schedule is 30 weeks and the Evening Schedule is 36 weeks. The advanced esthetics portion of the program provides additional esthetic services as well as advanced techniques, protocols, business skills, communication and customer service competencies sought by luxury and medi-spa owners and managers. Along with high quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies, as well as receiving Financial Literacy training within the classroom and via online education. The following is a list of the state of California requirements for technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

COURSE OBJECTIVES:

1. To successfully prepare the student to pass the exam.
2. To prepare students for entry level employment
3. To develop personality skills as well as mechanical skills suitable for the field of skin care
4. To develop marketing and sales skills to become a successful skin care professional.

METHODS OF INSTRUCTION SHALL INCLUDE:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Student participation in practice
5. Video
6. Demonstration
7. Role-Play
8 Online Theory using hardware and software to access content

ESTHETICS 103 HYBRID COURSE OUTLINE:

Pursuant to B&P 7362.5(c) the curriculum for a skin care course shall, at a minimum, include technical and practical instruction in the following areas:	**MINIMUM HOURS**	**MINIMUM PROCEDURES**
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. **Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100	
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100	
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	350	140
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	50	90

Distance Education:
Includes 2 months of online education, 2 days a week in the required state board minimums. To include sections of Health and Safety, Disinfection and Sanitation, Skin Care and Hair Removal.

	MINIMUM HOURS	MINIMUM PROCEDURES
Advanced Wellness Modalities for Face Includes, but is not limited to: Microcurrent/EMS, LED treatments for acne, rejuvenation Lifting/Peptide Anti-Aging Facials, Oxygen Anti-Aging Treatments, Oxygen Anti-Acne Treatments, Dermabrasion Infusion, Lymphatic Drainage Facial Massage Techniques, Chemical Peels	100	15
Body/Anti Cellulite Treatments Includes, but is not limited to: Back and body treatments, Polishes, Wraps.	25	5
Eyelash Extensions Includes, but is not limited to: Understanding Hair Growth, Eyelash Extension Materials and Tools, Adhesive Chemistry and Toxicology, Application Methods, Health and Safety, Efficacy of Lash Extensions Health and Safety	25	10
Advanced Brow Enhancement Includes, but is not limited: Brow shaping utilizing hair removal, Brow Stenciling	10	10
Aromatherapy Includes, but is not limited: Understanding the use and application of essential oils, how it is used in esthetics treatments, benefits to physical and mental health.	15	5
Oncology Esthetics An intensive program to give you the foundational skills to safely and confidently work on clients who are undergoing treatment for cancer or are post treatment for cancer.	25	10
CBD Wellness Workshop Includes, but is not limited to: The Endocannabinoid System, Terpenes, Cannabis, Broad Spectrum versus Full Spectrum and the benefits of CBD	25	5
Business Skills Includes, but is not limited to: Professional communication skills, public speaking and presentation skills, 3 R's (Retail, Rebooking, Retention), vision board and business Plan Creation-Build	35	
Additional Training Industry Icon interviews, live presentations in class from specialized vendors and spa owners, opportunities to visit spas.	40	

GRADING POLICY:

Bellus Academy's course provides education and training in the areas associated with skills needed to graduate that are measured by course objectives. The academy offers theory instruction in both an asynchronous (progress is virtually tracked and monitored by an instructor that engages with the student on an individual basis) and synchronous (students and instructors interact with specified start and end times) distance education formats using electronic media. These delivery methods via distance education provide the same training as in a residential format. The school maintains complete records on each student or graduate for reference as required by the State. All students receive a complete theory and practical test after each section of the program has been completed. Individual tutoring, if needed, is available in preparation for the state exam. Grading to evaluate learning objectives via distance education theory is primarily through tests. Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Written progress reports are maintained by the Academy. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program. Informal progress reports are distributed monthly and are available on the Bellus App so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

OCCUPATIONAL TITLES

Graduates will enter the field as estheticians, sometimes known as facialists or skin care technicians.

CLASS AVAILABILITY

Classes are conducted, in residency and online, Monday through Friday from 9:00 am to 3:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. Coursework that is delivered through distance education is completed at a location determined by the student. Please see the Class Start Calendar in the Catalog for Start dates.

REQUIRED TEXTS AND ACCESS

Hardware and software to access Pivot Point LAB digital textbook for Esthetics and Workbook: Advanced, 2nd Edition, and Workbook, published by Cengage Learning; ISBN-13:978-1-1111-3909-4; included in the kit cost.

LANGUAGE

The course is conducted in the English language.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*
When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

ESTHETICS NAIL TECHNOLOGY
*****Not currently offered*****
Method of Delivery: Residential
SOC CODE 39-5094

The Esthetics-Spa Nail course of instruction consists of 1000 hours of classroom and clinic area experience required for California State Board licensing. The program length for the Day Schedule is approximately 33 weeks and the Evening Schedule is approximately 40 weeks. Emphasis is placed on the ultimate client experience in a spa environment and qualities that top spas in the area seek when employing graduates. Along with high quality technical training, students will learn career development skills such as client consultation, business tracking systems, and marketing strategies, as well as receiving Financial Literacy training within the classroom and via online education. The following is a list of the state of California requirements for technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

COURSE OBJECTIVES:

5. To successfully prepare the student to pass the state exams.
6. To prepare students for entry level employment
7. To develop personality skills as well as mechanical skills suitable for the field of skin and nail care.
8. To develop marketing and sales skills to become a successful skin and nail care professional.

METHODS OF INSTRUCTION SHALL INCLUDE:

1. Lecture
2. Teaching aids
3. Testing (practical/written)
4. Student participation in practice
5. Video
6. Demonstration
7. Role-Play
8 Online Theory

ESTHETICS-SPA NAIL COURSE OUTLINE:

Pursuant to B&P 7364 & 7365 the curriculum for a skin and nail care course shall, at a minimum, include technical and practical instruction in the following areas:	**MINIMUM HOURS**	**MINIMUM PROCEDURES**
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100	
Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.		
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100	
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	350	140
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	50	90

Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid, and powder brush-on dip, tips, wraps, and repairs.	150	280
Additional Instruction and Training: Includes, but is not limited to: Spa treatment studies, business, and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing	250	80

GRADING POLICY:

Bellus Academy's course provides education and training in the areas associated with skills needed to graduate that are measured by course objectives. The school maintains complete records on each student or graduate for reference as required by the State. All students receive a complete theory and practical test after each section of the program has been completed. Individual tutoring, if needed, is available in preparation for the state exam. Grading to evaluate learning objectives via distance education theory is primarily through tests. Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Written progress reports are maintained by the academy. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program. Informal progress reports are distributed monthly and are available on the Bellus App so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

OCCUPATIONAL TITLES

Graduates will enter the field as estheticians, sometimes known as facialists or skin care technicians.

Licensed graduates will enter the employment field as manicurists, pedicurists, nail technicians, or nail artists.

CLASS AVAILABILITY

Classes are conducted, in residency and online, Monday through Friday from 9:00 am to 3:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. Please see the Class Start Calendar in the Catalog for Start dates.

REQUIRED TEXTS

Hardware and software to access Pivot Point LAB digital textbook Fundamentals: Esthetics, Fundamentals: Nails and workbook; included in the kit cost.

LANGUAGE

The course is conducted in the English language.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*

When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas

ESTHETICS NAIL TECHNOLOGY HYBRID
*****Not currently offered*****
Method of Delivery: Hybrid
SOC CODE 39-5094

The Esthetics Nail Technology Hybrid course of instruction consists of 1000 hours of classroom and clinic area experience required for California State Board licensing. The program length for the Day Schedule is approximately 33 weeks and the Evening Schedule is approximately 40 weeks. Emphasis is placed on the ultimate client experience in a spa environment and qualities that top spas in the area seek when employing graduates. Along with high quality technical training, students will learn career development skills such as client consultation, business tracking systems, and marketing strategies, as well as receiving Financial Literacy training within the classroom and via online education. The following is a list of the state of California requirements for technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

COURSE OBJECTIVES:

9. To successfully prepare the student to pass the state exams.
10. To prepare students for entry level employment
11. To develop personality skills as well as mechanical skills suitable for the field of skin and nail care.
12. To develop marketing and sales skills to become a successful skin and nail care professional.

METHODS OF INSTRUCTION SHALL INCLUDE:

1. Lecture
2. Teaching aids
3. Testing (practical/written)
4. Student participation in practice
5. Video
6. Demonstration
7. Role-Play
8 Online Theory

ESTHETICS NAIL TECHNOLOGY HYBRID COURSE OUTLINE:

Pursuant to B&P 7364 & 7365 the curriculum for a skin and nail care course shall, at a minimum, include technical and practical instruction in the following areas:	**MINIMUM HOURS**	**MINIMUM PROCEDURES**
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100	
Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.		
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100	
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	350	140
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	50	90
Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid, and powder brush-on dip, tips, wraps, and repairs.	150	280

Additional Instruction and Training:

Includes, but is not limited to: Spa treatment studies, business, and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing	250	80

Distance Education:

Sections of the program, including but not limited to, Health and Safety, Disinfection and Sanitation, and business training including financial literacy may be taught online utilizing both an asynchronous (progress is virtually tracked and monitored by an instructor that engages with the student on an individual basis) and synchronous (students and instructors interact with specified start and end times) distance education formats using electronic media. These delivery methods via distance education provide the same training as in a residential format.

GRADING POLICY:

Bellus Academy's course provides education and training in the areas associated with skills needed to graduate that are measured by course objectives. The school maintains complete records on each student or graduate for reference as required by the State. All students receive a complete theory and practical test after each section of the program has been completed. Individual tutoring, if needed, is available in preparation for the state exam. Grading to evaluate learning objectives via distance education theory is primarily through tests. Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Written progress reports are maintained by the academy. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program. Informal progress reports are distributed monthly and are available on the Bellus App so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

OCCUPATIONAL TITLES

Graduates will enter the field as estheticians, sometimes known as facialists or skin care technicians.
Licensed graduates will enter the employment field as manicurists, pedicurists, nail technicians, or nail artists.

CLASS AVAILABILITY

Classes are conducted, in residency and online, Monday through Friday from 9:00 am to 3:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. Coursework that is delivered through distance education is completed at a location determined by the student. Please see the Class Start Calendar in the Catalog for Start dates.

REQUIRED TEXTS

Hardware and software to access Pivot Point LAB digital textbook Fundamentals: Esthetics, Fundamentals: Nails and workbook; included in the kit cost.

LANGUAGE

The course is conducted in the English language.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*

When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

SPA NAIL TECHNICIAN
SOC Code 39-5092
Method of Delivery: Residential

The Spa Nail Technician program is a 600-hour program combining the basic fundamentals of nail care required by the 400-hour state mandated course and an additional 200 hours of intensive studies in spa treatments that provides the students with the confidence and expertise they need to perform spa services. The program length for the Day Schedule is approximately 20 weeks and the Evening Schedule is approximately 24 weeks. Emphasis is placed on the ultimate client experience in a spa environment and qualities that top spas in the area seek when employing graduates. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business program as well as receiving Financial Literacy training. The following requirements must be met during the course of study.

OBJECTIVES:

1. Upon completion of the program requirements, the determined graduate will be able to:
2. Project a sense of personal integrity and self-confidence.
3. Practice proper grooming, effective communications skills, and visual poise.
4. Reflect a strong business and professional work ethic.
5. Perform the basic manipulative skills required for manicuring, pedicuring, and various methods of nail enhancements.
6. Apply theoretical and technical knowledge to ensure sound judgments, decisions, and procedures.
7. Practice effective business building skills encompassing successful service delivery, product prescription, and education of the client in proper home care regimen.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development as a Nail Technician, Manicurist, Pedicurist or related position.

METHODS OF INSTRUCTION SHALL INCLUDE:

1. Lecture
2. Teaching aid
3. Testing; oral and written
4. Demonstration
5. Videos
6. Student participation/practice
7. Online Theory using hardware and software to access content

SPA NAIL TECHNICIAN COURSE OUTLINE

Pursuant to B&P 7362.5(c) the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:	**MINIMUM HOURS**	**MINIMUM PROCEDURES**
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100	
Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.		
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100	10
Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.	150	280
Additional Instruction and Training: Includes, but is not limited to: Spa treatment studies, business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing	250	80

Once the minimum required hours have been met, it is up to the school to determine what subject(s) they will allocate additional hours to meet the 600-hour requirement for the course.

GRADING POLICY:

The school maintains complete records on each student or graduate for reference, as required by the State. All Students receive a complete theory and practical test after each section. Individual tutoring, if needed, is available in preparation for state examination. Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Written progress reports are maintained by the Academy. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program Informal progress reports are distributed monthly and are available on the Bellus App so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

OCCUPATIONAL TITLES:

Licensed graduates enter the employment field as manicurists, pedicurists, nail technicians, or nail artists.

CLASS AVAILABILITY:

Classes are conducted, in residency, Monday through Friday from 9:00 am to 3:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. Please see the Class Start Calendar in the Catalog for Start dates.

REQUIRED TEXTS AND ACCESS:

Hardware and software to access Pivot Point LAB digital textbook Salon Fundamentals for Nails and workbook; included in the kit cost.

LANGUAGE:

The course is conducted in the English language.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*

When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

MAKEUP ARTISTRY
*****Not currently offered*****
SOC Code 39-5091
Method of Delivery: Residential

The Makeup Artistry program is a 150-hour program that teaches Makeup application utilizing the Make-up Designory (MUD) curriculum. The program length for the Day Schedule is 4 weeks and the Evening Schedule is 6 weeks. The Makeup Artistry program does not lead to licensure. The primary purpose of the Makeup Artistry program is to train students in the basic skills, safety judgments, proper work habits, and desirable attitudes and competencies to work as a Makeup Artist or combine Makeup artistry within the scope of their professional license. The following is a list of requirements that must be met during the course of study.

Subject	Minimum Theory Hours	Minimum Practical Operations
Makeup Artistry – 150 Hours		
History	1	
Sanitation/Safety/Hygiene	5	10
Makeup:		
A. Skin Analysis	3	10
B. Color Theory	8	
C. Base Application	3	10
D. Concealers/Highlighters	9	10
E. Eye Brow Artistry	5	10
F. Eye Shadow and Liner	8	10
G. Lash & Brow Tinting/Mascara	5	10
H. Cheek Color and Application	5	10
I. Lip Liner	5	10
J. Artificial Eyelashes and Lip Color	5	10
K. Makeup for Mature Skin / Ethnic Skin	8	10
L. Male Corrective Makeup	5	5
M. Varying Mediums	3	5
N. Airbrushing	3	5
O. Body Makeup and Outside of the Box	3	5
P. Special Effects	3	5
Makeup Application:		
A. Bridal	8	10
B. Daytime	8	10
C. Evening	8	10
D. Corrective	8	10
E. Photography	8	10
Portfolio Building	10	
Personal Success in Makeup Artistry	4	
A. "Must do's" in Makeup Artistry/Their Relevance to Success		
B. Marketing Yourself and Your Salon/Spa		
C. Salon Business and Professional Development		
Business Skills	2	
A. Importance of service, sales and homecare		
B. Compensation		
C. Building Your Business		
D. Networking in the Industry/Alumni Activities		
E. Continuing Education: Supporting Success		
Review, Practice and Testing	5	
Additional Training	2	
may include Community Service and/or Off-Site Learning;		

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*
When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.
Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

MASSAGE THERAPY
*****Not currently offered*****
SOC Code 31-9011

The Massage Therapy program is a 750-hour program that prepares students to become Massage Therapists. The program length for the Day Schedule is 25 weeks and the Evening Schedule is 30 weeks. *Massage programs start every other month.* The primary purpose of the Massage Therapy program is to introduce the student to the basic manipulative skills, theory and practices of professional massage therapy, safety judgments, proper work habits and desirable attitudes necessary to achieve competency in job entry-level skills, obtain proper licensure or certification, gain employment in the field of massage therapy or related career fields. This course of study is based on the principles of Swedish Massage and also provides advanced training through additional studies. The minimum requirement for state certification by the California Massage Therapy Council (CAMTC) as a Massage Therapist in the State of California is 500 hours and passage of the Massage and Bodywork Licensing Exam (MBLEx). The additional 250 hours in this program adds an advanced level of skills to the student's training and expertise. Bellus Academy Massage Therapy students receive training which utilizes verbal, written, visual and hands-on practical instruction throughout the classroom and clinic studio practicum. The program offers hands-on practice and theory generally presented in an alternating schedule so the theory portion is followed by hands-on demonstrations and supervised practice whenever possible. During the clinical phase of the program students will refine their hands-on skills, advance their knowledge and techniques to the next level, and build the confidence necessary for them to succeed in their new careers. Along with highly qualified technical training, students will learn career and personal development skills such as client consultation, business tracking systems and marketing strategies incorporated in the Bellus Best in Business course, as well as Financial Literacy. The following is a list of requirements which must be met during the course of study.

Subject	Minimum Hours of Combined Technical and Practical Instruction
BUSINESS, ETHICS & RESEARCH	57
(a) Resume, Marketing and Business Management	
(b) Professional Ethics for the Massage Practitioner(draping policies)	
(c) Requirements for the Practice of Massage	
(d) Client Consultation, SOAP charting, Record Keeping & Insurance Claims	
(e) Equipment and Products	
(f) Effects, Benefits, Contraindications and Endangerment Sites of Massage	
(g) Best In Business	
(h) Financial Literacy	
(i) Strategies for Success	
(j) Community Service	
SAFETY AND SANITARY PRACTICES	10
(a) Safety Precautions for Therapist and Client	
(b) Maintaining Sanitary Conditions in the Massage Area and Sanitizing Linens	
(c) Hygiene	
APPLICATION OF SWEDISH MASSAGE TECHNIQUES	345
(a) Swedish Circulatory Massage & Basic Massage Movements	
(b) Procedures for Complete Body Massage; Face and Scalp Massage	
(c) Deep Tissue Therapy	
(d) Spa Reflexology	
(e) Seated (Chair) Massage	
(f) Pre-Natal and Perinatal	
(g) Nutrition	
(h) Introduction to Spa Modalities	
(i) Introduction to Athletic & Pre-Event Sports Massage	
HUMAN ANATOMY AND PHYSIOLOGY	201
(a) Anatomy and Physiology Overview and Medical Terminology	
(b) Medical and Anatomical Terminology	
(c) The Integumentary System (Skin) and related pathologies	
(d)The Skeletal System and related pathologies	
(e)The Muscular System and related pathologies	
(f) The Circulatory/Lymph System and related pathologies	
(g)The Nervous System and related pathologies	
(h)The Endocrine System and related pathologies	
(i) The Respiratory System and related pathologies	
(j) The Digestive System and related pathologies	
(k)The Excretory System and related pathologies	
(l) The Reproductive System and related pathologies	
KINESIOLOGY	57
Kinesiology, Body Mechanics and Movement	
PATHOLOGY	50

Effects of Disease on the Structures and Functions of the Human Body

ASIAN STUDIES 30

(a) 5 Element Theory
(b)12 Classic Meridians
(c) Shiatsu Basics
(d) Meridian and Tsubo Therapies
(e) Tai Chi Basics

Additional Instruction and Training:
Incorporated throughout the program: may include Community Service and/or Off-Site Learning; Business and communication skills, including professional ethics, salesmanship, decorum, record keeping and client service records;
Review, practice and testing.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

HOLISTIC HEALTH PRACTITIONER (HHP)
*****Not currently offered*****
SOC Code 29-1199

The Holistic Health Practitioner (HHP) program of instruction consists of 1000 hours of training. The program length for the Day Schedule is 33 weeks and the Evening Schedule is 40 weeks. *Massage programs start every other month.* The primary purpose of the Holistic Health Practitioner program is to introduce the student to the basic manipulative skills, theory and practices of professional massage therapy, safety judgments, proper work habits and desirable attitudes necessary to achieve competency in job entry-level skills, obtain proper licensure or certification, gain employment in the field of massage therapy or related career fields. This course of study is based on the principles of Swedish Massage and also provides advanced training through additional studies. The Holistic Health Practitioner program prepares students to become Holistic Health Practitioners. The minimum requirement for state certification by the California Massage Therapy Council (CAMTC) as a Massage Therapist in the State of California is 500 hours and passage of the Massage and Bodywork Licensing Exam (MBLEx). The additional 500 hours in this program adds an advanced level of skills to the student's training and expertise. Bellus Academy HHP students receive training which utilizes verbal, written, visual and hands-on practical instruction throughout the classroom and clinic studio practicum. The program offers hands-on practice and theory generally presented in an alternating schedule so the theory portion is followed by hands-on demonstrations and supervised practice whenever possible. During the clinical phase of the program students will refine their hands-on skills, advance their knowledge and techniques to the next level, and build the confidence necessary for them to succeed in their new careers. Along with highly qualified technical training, students will learn career and personal development skills such as client consultation, business tracking systems and marketing strategies incorporated in the Bellus Best in Business course, as well as Financial Literacy. Our curriculum meets or exceeds the requirements for the State of California. The following is a list of requirements which must be met during the course of study.

Subject	Minimum Hours of Combined Technical and Practical Instruction
BUSINESS, ETHICS & RESEARCH	57
(a) Resume, Marketing and Business Management	
(b) Professional Ethics for the Massage Practitioner	
(c) Requirements for the Practice of Massage	
(d) Client Consultation, SOAP charting, Record Keeping & Insurance Claims	
(e) Equipment and Products	
(f) Effects, Benefits, Contraindications and Endangerment Sites of Massage	
(g) Best In Business	
(h) Financial Literacy	
(i) Strategies for Success	
(j) Community Service	
SAFETY AND SANITARY PRACTICES	10
(a) Safety Precautions for Therapist and Client	
(b) Maintaining Sanitary Conditions in the Massage Area and Sanitizing Linens	
APPLICATION OF SWEDISH MASSAGE TECHNIQUES	345
(a) Swedish Circulatory Massage & Basic Massage Movements	
(b) Procedures for Complete Body Massage; Face and Scalp Massage	
(c) Deep Tissue Therapy	
(d) Spa Reflexology	
(e) Seated (Chair) Massage	
(f) Pre-Natal and Perinatal	
(g) Nutrition	
(h) Introduction to Spa Modalities	
(i) Introduction to Athletic & Pre-Event Sports Massage	
HUMAN ANATOMY AND PHYSIOLOGY	201
(a) Anatomy and Physiology Overview and Medical Terminology	
(b) Medical and Anatomical Terminology	
(c) The Integumentary System (Skin) and related pathologies	
(d)The Skeletal System and related pathologies	
(e)The Muscular System and related pathologies	
(f) The Circulatory/Lymph System and related pathologies	
(g)The Nervous System and related pathologies	
(h)The Endocrine System and related pathologies	
(i) The Respiratory System and related pathologies	
(j) The Digestive System and related pathologies	
(k)The Excretory System and related pathologies	
(l) The Reproductive System and related pathologies	
KINESIOLOGY	57
Kinesiology, Body Mechanics and Movement	
PATHOLOGY	50

Effects of Disease on the Structures and Functions of the Human Body

ASIAN STUDIES 30

(a) 5 Element Theory
(b)12 Classic Meridians
(c) Shiatsu Basics
(d) Meridian and Tsubo Therapies
(e) Tai Chi Basics

ADVANCED SPECIALTIES 250

(a) Sports/Athletic Massage
  i. NMT, MET and PNF
  ii. Muscle Testing; Muscle Resistance Testing (MRT)
  iii. Taping (Kinesio)
  iv. Postural Assessment and Exercises
(b) Spa & Hydrotherapies
  i. Reflexology
  ii. Vichy & Hydrotherapy Equipment
  iii. Thalassotherapy

Additional Instruction and Training:

Incorporated throughout the program: may include Community Service and/or Off-Site Learning; Business and communication skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

MASTER MAKEUP ARTISTRY
*****Not currently offered*****
SOC Code 39-5091
Method of Delivery: Residential

The Master Makeup Artistry program is a 602-hour program that teaches Makeup application utilizing the Make-up Designory (MUD) curriculum. The program length for the Day Schedule is approximately 17 weeks and the Evening Schedule is approximately 24 weeks. This Master Makeup Artistry program does not lead to licensure. The primary purpose of the program is to train students well beyond the basic skills of makeup application, including safety judgments, proper work habits, and desirable attitudes and competencies to work as a Makeup Artist or combine Makeup artistry within the scope of their professional license. Fields requiring make-up artists with this type of training include, but are not limited to: entertainment, theatrical, retail, bridal, special make-up effects, society, salon/spa, fashion and special events. Additionally, this program can be taken by individuals in related fields who are seeking professional enhancement in their chosen area of employment. Beginning with a focus on Beauty Essentials, students will progress through elements of Drawing, utilizing an Airbrush, techniques for Studio, Special Effects, Bridal, High Fashion, and Mature Makeup, as well as Male Grooming. Students will complete the training with the development of a professional portfolio. Along with highly qualified technical training, students will learn career development skills such as client consultation, business tracking systems and marketing strategies, as well as Financial Literacy. Upon successful completion, this program is designed to prepare the student to work as an entry-level make-up artist and/or entry-level lab technician. The following is a list of requirements that must be met during the course of study.

OBJECTIVES:
Upon completion of the program requirements, the determined graduate will be able to:

1. Project a sense of personal integrity and self-confidence.
2. Practice proper grooming, effective communications skills, and visual poise.
3. Reflect a strong business and professional work ethic.
4. Perform basic manipulative skills required for successfully performing makeup practices, effective use of required implements and equipment, proper application of corrective and special event makeup.
5. Apply theoretical and technical knowledge to assure sound judgments, decisions, and procedures.
6. Practice effective business building skills encompassing successful service delivery and product prescription.

To ensure continued career success, the student will continue to learn new and current information related to techniques, trends, and methods for career development in makeup artistry.

METHODS OF INSTRUCTION:
Lecture, Video, Teaching Aids, Demonstrations, Testing - Written and Oral, Student Participation and Practice

SUBJECTS AND REQUIREMENTS:	***THEORY AND PRACTICAL HOURS***	***OPERATIONS / APPLICATIONS***
Beauty Essentials	84	
Includes but is not limited to: facial analysis, base matching and application, correction, contours and highlights, and focus on eyes and lips		
Natural Makeups		25
Eyebrow Touch-ups		15
Lip Touch-ups		20
Beauty Analysis	35	
Drawing like a Pro	14	
Includes but is not limited to: basics of drawing, overlay drawing techniques, creating realistic flesh tones		
Drawing Analysis	7	
Airbrush	35	
Includes but is not limited to: application techniques, proper care and maintenance of equipment		
Airbrush Makeups		10
Airbrush Analysis	21	
Studio Makeup	35	
Includes but is not limited to: film and television production, high-definition cameras; focus on the no-make-up look		
100% Corrective Makeups		10
Studio Makeup Analysis	14	
Special Makeup Effects	35	

Includes but is not limited to: creating out-of-the-kit effects; applying prosthetic appliances; two- and three-dimensional techniques to simulate injuries, etc.		
Special Makeup Effects Analysis	14	
Essentials of Hairstyling	35	
Includes but is not limited to: fundamentals of hairstyling, blow-drying techniques, elaborate hairstyles, use of hot tools and roller sets		
Hairstyling Analysis	35	
Bridal Makeup	21	
Includes but is not limited to: techniques of consultation with bride and family; emphasis on bridal makeup business		
Bridal Consultation and Makeup		5
Bridal Analysis	7	
High Fashion Makeup Trends	35	
Includes but is not limited to: working on advertising and editorial, working on set with a professional photographer, creating individualized imagery		
Event Makeups		10
High Fashion Analysis	7	
Mature Makeup	7	
Includes but is not limited to: working with mature models and actresses, techniques employed for mature skin, understanding the process of layering		
Mature Makeups		10
Male Grooming	7	
Includes but is not limited to: focus on makeup for men, creating a no-make-up look		
Male Grooming Makeup		3
Period Hair and Makeup	35	
Includes but is not limited to: techniques for specific periods, creating famous looks from iconic eras, designing individual looks		
Period Looks		2
Time Period Analysis	14	
Portfolio Development	35	
Includes but is not limited to: creating looks for multiple photo shoots, working with professional models and photographers to create a professional portfolio		
Disinfection and Sanitation:		
Disinfection and sanitation is emphasized throughout the entire training period.		
Additional Instruction and Training	70	
Incorporated throughout the program: Business and communications skills, including professional ethics, salesmanship, decorum, client record keeping, basic tax information relating to booth renters, independent contractors, employees, and employers.		
Review, practice and testing.		

MASTER MAKEUP ARTISTRY GRADING POLICY

The school maintains complete records on each student. The students are given an exam to determine satisfactory completion of each section of the course. Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Written progress reports are maintained by the academy. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program. Informal progress reports are distributed frequently so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

OCCUPATIONAL TITLES:
Master Makeup Artistry students enter the industry as makeup artists.

CLASS AVAILABILITY:
Classes are conducted, in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students, when offered.

REQUIRED TEXTS:
Beauty Text Book, published by Make-Up Designory, ISBN 13-978-0-9749500-1-3; Beauty Workbook, Make-Up Designory, ISBN 13-978-0-9749500-6-8; included in the kit cost. Other supportive handouts and supplemental information from the MUD institute is also provided.

LANGUAGE:
The course is conducted in the English language.

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*
When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

CONTINUING EDUCATION COURSES

****Not currently offered****

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

BELLUS EDUCATION CREATIVE

*****Not currently offered*****

Bellus Education Creative is a 150-hour Bellus Education Creative course that offers the very latest in inspirational cutting and color techniques utilizing the most recent Wella Trend Vision training. The course length for the Day Schedule is 4 weeks and the Evening Schedule is 6 weeks. The course provides enhanced expertise in Classic Cutting and Coloring to equip the student with techniques and cutting methods current in the industry. This stand-alone advanced course does not lead to licensure. A Cosmetology license is a prerequisite for the course, unless taken in combination with the basic Cosmetology program. The following is a list of requirements that must be met during the course of study.

Subject	Hours
	150

1. Color Disciplines
   - Law of Color,
   - Creative applications, Balayage, Foils
   - Corrective Color,
   - Shadowing, Iridescent Effects
2. Cutting Disciplines
   - Artistic Discipline
   - One-length Bob
   - Framing the Face 6-Point System,
   - Layering-Concave, Square, Round
3. Styling Disciplines
   - Back Combing, Pin Placement, Smoothing
   - Building Solid Shapes,
   - Braiding,
   - Thermal Tools
   - Rats, Hair Pieces, Accessories
4. Design Disciplines
   - Inspiration-Based Design Theory
   - Story Boards
   - Photo Shoot

INSTRUCTIONAL MATERIAL *is updated periodically and includes textbooks and equipment required for successful completion of the program.*

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

INCLUSIVE HEALTH AMBASSADOR
*****Not currently offered*****

The Inclusive Health Ambassador course of instruction is a 40-hour course developed by Dr. Howard Murad. The academy's course mirrors the program taught at Dr. Murad's University of Inclusive Health in Los Angeles, California.

Course Description:
This course consists of a forty-hour week that will provide the student with a firm foundation in the principles of Inclusive Health. Among the topics covered by this course are skin physiology, nutrition, supplements, Cultural Stress and The Science of Cellular Water™. During the course, the student is immersed in an Inclusive Health environment including class content, guest lectures and fitness activities.

Objectives:
Upon completion of the course the graduate will understand the foundation of Inclusive Health and will be able to articulate its meaning. They will also have been shown how Inclusive Health through a three-pronged approach of topical, internal and emotional care, can create an enhanced environment so the whole body can be healthier by helping every cell in the body function at an optimal level. It is also the goal of the class that the graduate will embrace this philosophy into their own lives.

Methods of Instruction:
Lecture, Video, Teaching Aids – Visual and Kinesthetic, Student Participation and Exam

Subjects and Requirements	**Theory and Practical Hours**
1. Redefining Healthcare through Inclusive Health	3
2. A New Hypothesis of Aging: The Science of Cellular Water	3
3. Function of the Skin	3
4. Types of Aging	3
5. Basic Chemistry	3
6. Nutrition and Health	3
7. Pitcher of Health	3
8. Emotional and Cultural Stress	3
9. Art of Listening	2
10. American Eating Trends	4
11. Review and Testing	2
12. Guest Speakers	4
13. Kinesthetic learning	4

Grading Policy
The student will receive a written exam after the completion of the Inclusive Health Ambassador Certification Manual.
80% or higher is required for a passing grade.

Level of Achievement:
After successfully passing an examination at the end of the course, each student will receive a certificate. This document is suitable for display in the workplace and identifies the graduate as proficient in the course material needed to become an Inclusive Health Ambassador– and part of an elite global movement that's changing the landscape of health and esthetics.

Required Texts:
Inclusive Health Ambassador Certification Manual is included in the tuition and, along with Homework assignments, will be provided on the first day of class.

AIRBRUSH
*****Not currently offered*****

Prerequisites: Successful completion of the Makeup Artistry's 150-hour program or equivalent experience.

Total Course Hours: 35

Course Description:
Airbrushing has become one of the premiere ways of applying Makeup. In this course we de-mystify the tool and show how to properly care and maintain it. In addition, we teach the techniques to do beautiful, flawless beauty Makeup. Learn the techniques that are being required by the major studios as well as demanding clients

Occupational Competencies:
Instructional hours are separated into theory, which includes lecture and demonstration, and practical applications and skill tests.

T	P/S	Subject
0.25	0.0	**Orientation** Able to introduce themselves Able to read the class syllabus and identify class requirements. Able to identify the items in his or her kit Able to answer questions regarding a positive attitude and a professional and sanitary workspace Able to set up a Makeup station for this course
5.5	29.25	**Airbrush Unit** Able to identify the strengths and weaknesses of the airbrush. Able to identify and make informed decisions about the different types of airbrushes, compressors and Makeups. Able to properly maintain and care for an airbrush. Able to assemble and disassemble an airbrush with ease, as well as trouble shoot any potential problems. Able to control the airbrush. Able to create any pattern or shape desired by the instructor. Able to identify skin undertones and shades. Able to identify the correct Makeup that matches the model's skin tone. Able to properly apply base to a model in an even application, without missing any areas. Able to use the airbrush to apply highlights and shadows and demonstrate the proper use of stencils. Able to use the airbrush to apply highlights and shadows for a beauty Makeup in 10 minutes. Able to use the airbrush for beauty Makeup in 30 minutes. Able to use the airbrush for corrective body Makeup. Able to create an Avant-Garde Makeup in 30 minutes. Pass the airbrush beauty Makeup exam.

Additional Information:

Academic Credit:
There is no academic credit associated with this course.

Instructional Strategies:
This course is taught with the use of demonstrations of skills and hands on practice of all techniques.

Instructional Materials:
Recommended reading is:
Make-up Designory's Beauty Make-up, *Copyright 2004, Make-up Designory, (*ISBN 978-0-9749500-1-3)

OUT OF THE KIT FX
*****Not currently offered*****

Prerequisites: Successful completion of the Makeup Artistry's 150-hour program or equivalent experience.

Total Course Hours: 14

Course Description:
Creating out-of-the-kit effects has been a staple of professional Makeup artists for decades. Learn their craft in a hands-on course that covers two-dimensional and three-dimensional techniques to simulate injuries and other effects.

Occupational Competencies:
Instructional hours are separated into theory, which includes lecture and demonstration, and practical applications and skill tests.

T	P/S	Subject
0.25	0.0	**Orientation** Able to introduce themselves Able to read the class syllabus and identify class requirements. Able to identify the items in his or her kit Able to answer questions regarding a positive attitude and a professional and sanitary workspace Able to set up a Makeup station for this course
2.5	11.25	**Special Makeup Effects Unit** Able to create bruises with proper stippling technique Able to demonstrate how to create two-dimensional scrapes and scratches with the use of a black stipple sponge or brush Able to create cuts and lacerations using a silicone compound Able to create a first, second and third degree burns; as well as, put them together for a gruesome look Able to apply raised keloid scars. Able to pass FX practical exam

Additional Information:

Academic Credit:
There is no academic credit associated with this course.

Instructional Strategies:
This course is taught with the use of demonstrations of skills and hands on practice of all techniques.

Instructional Materials:
Recommended reading is:
Make-up Designory's Character Make-up, Second Edition (ISBN: 978-0-9802318-5-4)

WORKING WITH PROSTHETICS
*****Not currently offered*****

Prerequisites: Successful completion of the Makeup Artistry's 150-hour program or equivalent experience.

Total Course Hours: 21

Course Description:
Applying prosthetics is a required skill of today's professional makeup artists. Learn to apply foam gelatin and Pros-aide transfer prosthetic appliances. Our team of professional makeup artists will walk you through the process of applying and properly coloring prosthetics, whether they are translucent or more opaque.

Occupational Competencies:
Instructional hours are separated into theory, which includes lecture and demonstration, and practical applications and skill tests.

T	P/S	Subject
0.25	0.0	**Orientation** Able to introduce themselves Able to read the class syllabus and identify class requirements. Able to identify the items in his or her kit Able to answer questions regarding a positive attitude and a professional and sanitary workspace Able to set up a Makeup station for this course
4.0	16.75	**Prosthetic Unit** Able to apply a gelatin prosthetic in 60 minutes on a model Able to apply a Pros-aide Transfer prosthetic appliance Able to pass Prosthetic practical exam

Additional Information:

Academic Credit:
There is no academic credit associated with this course.

Instructional Strategies:
This course is taught with the use of demonstrations of skills and hands on practice of all techniques.

Instructional Materials:
Recommended reading is:
Make-up Designory's Character Make-up, Second Edition (ISBN: 978-0-9802318-5-4)