

SCHOOL CATALOG



FREMONT BEAUTY COLLEGE

4149 Peralta Blvd.
Fremont, CA 94536
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Revised 2012

Effective Dates: January 1, 2012 to December 31, 2012

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PROSPECTIVE STUDENT

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.

APPROVAL DISCLOSURE STATEMENT

Fremont Beauty College, 4149 Peralta Blvd., Fremont CA 94536

Is a private institution and was granted approval from the Bureau for Private Postsecondary Education pursuant to California Education Code, Title 3, Division 10, Part 59, Chapter 8 (Also known as the California Private Postsecondary Education Act 2009) and Title 5, Division 7.5 of the California Code of regulations. The bureau’s approval means that the institution(s) and its operation(s) comply with the standards established under the law for occupational instruction by private postsecondary educational institutional approval must be re-approved every three years and is subject to continued review.

The bureau has approved the following courses:

- Cosmetology.....1600 hours
- Esthetician.....600 hours
- Manicuring.....400 hours

STUDENT TUITION RECOVERY STATEMENT

California law requires that upon enrollment, a fee be assessed and collected from the STUDENT in relation to the cost of tuition education code section 94909. The STRF Assessment fee is \$2.50 per one thousand dollars of Total institutional charges. A special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of the closure of the institution to breach or anticipatory breach of the agreement for the course of instruction or a decline in the quality or value of the course of instruction within a 30 day period before the institutions closure. The fund protects only California students. Institutional participation is mandatory.

It is important that enrollees keep a copy of any enrollment agreement contract or application to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid and records, which will show the percentage of the course which has been completed. Such information may substantiate a claim for reimbursement from the STSRF, or if no notice of rights are served to the student within four years of institutions closure. For further information or instructions contact:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
 2535 CAPITOL OAKS DRIVE, SUITE 400
 SACRAMENTO, CA 95833
 (888) 370-7589 www.bppe.ca.gov

Approval documentation may be reviewed upon request in the administration office at the school location. The California Board of Barbering and Cosmetology requires a minimum of 1600 hours to be licensed as a Cosmetologist, a minimum of 600 hours to be licensed as an Esthetician and a minimum of 400 hours to be licensed as a Manicurist.

Persons seeking to resolve problems or complaints should first contact the person in charge, request for further action may be made to Mrs. Maria Vieira, General Manager

Unresolved complaints may be directed to:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION, 2535 CAPITOL OAKS DRIVE, SUITE 400 SACRAMENTO, CA 95833, (888) 370-7589. www.bppe.ca.gov

Information listed in the contents of this school catalog is current, correct and is certified as true by Mrs. Maria G. Vieira, General Manager

MESSAGE FROM THE GENERAL MANAGER

Welcome to Fremont Beauty College. In choosing a career in the field of Cosmetology, Manicuring or Esthetician, you have opened the door to an artistic and financially rewarding career. Certainly, hard work and dedication are required to launch into these new areas, in a few short months you will be ready to embark on a new career. Let me be the first to congratulate you and wish you the very best.

Sincerely,

 Maria G. Vieira, General Manager, Arnold Beauty Colleges, Inc.

GENERAL SCHOOL HISTORY INFORMATION

Fremont Beauty College is owned and operated within Alameda County; Sam L. Arnold acquired Fremont Beauty College in 1966. The facility has undergone extensive remodeling and expansion over the years. The college operates 5 days a week offering courses in Cosmetology, Esthetics and Manicuring.

An extremely successful evening program has been in operation for several years, offering Cosmetology, Esthetician and Manicuring to many working people from the surrounding East and South Bay communities who wish to attend evening classes.

Fremont Beauty College is convenient to public transportation and has parking facilities.

In 1981, Sam L. Arnold formed a corporation, Arnold Beauty Colleges, Inc. The Board of Directors is as follows:

Wendell C. Arnold	President/CEO
Jean Kasson	Director
Maria G. Vieira	Director/COO/CAO

Arnold Beauty Colleges, Inc. is under the direction of Maria G. Vieira. Mrs. Vieira has had more than 20 years of experience in instruction, supervision and administration. Mrs. Vieira has selected instructors from wide and varied backgrounds, most of whom are either credentialed or working toward that end.

Arnold Beauty Colleges, Inc. has for several years expected and encouraged staff members to accomplish extra curricular activities during the year. Some activities are: participation in local and state competitions designed to update teaching techniques and advanced classes relating to Cosmetology, Esthetician and Manicuring.

CATALOG

Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

FACILITIES

Fremont Beauty College is a spacious, light and airy multi-windowed facility of over 9600 square foot. There is a large clinic area, an area where chemical services are performed, a manicure section, an esthetician section and a dryer area. The freshman classroom has its own laboratory and dryer area. The theory classroom is equipped with video and other visual aids and a school library. The student break room is also provided for students.

Both faculty and students at both locations use reference materials and publications.

Fremont Beauty College complies with the facility occupant's level, accommodating the following number of students at any one time:

Fremont Beauty College classes will be opened for enrollment on a monthly basis.

NUMBER OF STUDENTS AT ANY ONE TIME

200

Prospective enrollees are required to visit the physical facility of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing an enrollment contract.

California State requires that a student who successfully completes a course of study may be awarded an appropriate diploma verifying completion.

CALENDAR HOLIDAY'S

Fremont Beauty College observe the following holidays: New Year's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas Day. A special holiday may be declared for emergency or special reasons. Holy days of all religious beliefs are respected and allowed.

HOURS OF OPERATION

Day classes Tuesday through Thursday	8:00 am to 4:30 pm
Day classes Friday and Saturday	8:30 am to 5pm
Night classes Tuesday through Thursday	5:30 pm to 10 pm
Night classes Saturday	8:30 am to 5pm

ADMISSION REQUIREMENTS

Students are admitted as regular students under the following criteria:

- Applicants must be at least 17 years old
- Applicants under 18 must have a parent(s) or legal guardian who understands the student rights and responsibilities and signs the student enrollment agreement/contract
- Applicants have a high school diploma or GED and have transcripts or proof of such, or otherwise successfully take and pass the relevant examination as required by section 94904 of the ED. Code
- HOUSING AND OUT OF COUNTRY VISA SERVICE NOT ACCEPTED

"NOTICE CONCERNING TRANSFERABILITY OF HOURS EARNED AT OUR INSTITUTION"

"The transferability of hours you earn at Arnold Beauty Colleges, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the hours you earn in cosmetology, manicuring or esthetician is also at the complete discretion of the institution to which you may seek to transfer. If the hours that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 Fremont Beauty College to determine if your hours will transfer."

Fremont Beauty College has not entered into an articulation or transfer agreement with any other college or university.

TRANSFER OR RE-ENTRY STUDENTS

Transfer or re-enrolled students will be evaluated on an individual basis, credit will be granted for prior training based upon review of an official transcript. A re-enrollment fee may be charged.

DROP OUT POLICY

You may cancel your enrollment contract and receive a refund for the part of the course hours not taken. If you cancel, any payment you have made will be returned to you within 45 days following the schools receipt of your cancellation notice. The postmark on the written notification will determine the cancellation date or the date information is delivered to the school administrator or owner in person. This policy applies regardless of whether or not the student has actually started school.

PROBATION POLICY

We do not have any probation policies.

ATTENDANCE POLICY

All classes meet on a regular schedule. Students are expected to be on time and remain for the entire class session. Students must maintain a 90 percent attendance schedule of scheduled hours in accordance with their enrollment agreement. Students will be considered for a "leave of absence" on an individual basis.

Court appearance or jury duty will be considered as an excused absence. Illness, although not excused, will be taken into consideration. Continued or ongoing illness indicates a health condition, which may not be compatible with this course study or occupation.

Student must call prior to the start of class when they will be absent or tardy for that day and must speak to an instructor. The Fremont school telephone number is (510) 797-7318.

ENGLISH AS A SECOND LANGUAGE (ESL)

Fremont Beauty College does not offer English as a second language instruction. If your understanding of the English language would cause you difficulty, we suggest that you attend English language classes in a high school or community college before considering enrollment in one of the courses we offer. We do however have textbooks in Spanish and Vietnamese and you may take your state board exams in that language. All other languages you may take an interpreter to the board with you. If you would like more information on the subject matter, please speak to our admissions office.

FACULTY

Maria G. Vieira
General Manager

Qualifications: Licensed cosmetologist for over 20 years and a graduate of Fremont Beauty College. Worked in salons and hold a certification of authorization for service as an instructor and holds a California vocational teaching credential.

Lavern Chapman
Instructor

Qualifications: Entered the cosmetology field in 1965. She has managed and worked in salons and owned her own salon business. She has been a licensed instructor since 1978 and holds a certification of authorization for service as an instructor and holds a California vocational teaching credential.

Yolanda Toyofuko
Instructor

Qualifications: Licensed cosmetologist for over 20 years as a hairstylist and salon manager. She also holds a certification of authorization for service as an instructor.

Annette Schafer
Instructor

Qualifications: Licensed manicurist and graduate of Fremont Beauty College. Also holds an esthetician diploma. Has had her licensed for over 7 years. Holds a certification of authorization for service as an instructor.

LaJoyce Robertson
Instructor

Qualifications: Licensed cosmetologist and graduate of Fremont Beauty College. Has had her license for over 6 years. Has worked in salons.

Magdalena Sandoval
Instructor

Qualifications: Licensed cosmetologist for over 8 years and a graduate of Fremont Beauty College. Has worked in salons.

STUDENT SERVICES

Administrative/ Admissions/ Student Services office hours:

Admissions information is available at the school location Tuesday through Saturday from 10 am to closing. An appointment with the appropriate office is necessary.

EMPLOYMENT ASSISTANCE

Job placement assistance is provided to graduates and students at no additional charge, but the school gives no guarantee of employment nor does the school use placement data as an incentive to entice prospective students to enroll.

COUNSELING

All students are counseled individually, according to the satisfactory progress policy to review the student's progress. Students may request additional counseling sessions at any time.

ACCESS FOR HANDICAPPED STUDENTS

Fremont Beauty College is not equipped to assist handicapped wheelchair students.

STATEMENT OF NON-DISCRIMINATION

Fremont Beauty College does not discriminate on the basis of race, color, religion, sex, handicap, financial status, to area of origin or residence in its admission, instruction or graduation policies.

DISCLOSURE / RETENTION OF EDUCATIONAL RECORDS

All students, parents of minor students, and parents of tax dependent students, have the right to inspect, review and challenge information contained in their educational records or those of they're minor or tax dependent children. Educational records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution. Written consent is required before educational records may be disclosed to the third parties with the exception of accrediting financial records of their parents. A school official must be in the office at all times during the examination of the student's files. Student records are retained for five years from the date the student graduates, withdrawals or otherwise ceases to be enrolled.

SATISFACTORY ACADEMIC PROGRESS POLICY

Standards: this institution expects its students to maintain academic progress, (SAP). You will be evaluated on three (3) criteria. No. 1 attendance must average at least 90 percent of your scheduled hours of attendance. No. 2, theory exam test grades and or completed work projects. No. 3, progress regarding your ability to perform required operations such as practical skills in a proficient manner must average at least 70 percent. You will be evaluated two or three times during your course in accordance with your course requirements. In order to maintain SAP as established by this institution, a student must comply with the following:

1. Maintain a cumulative academic average of "C" (70 percent) or better on all exams, work projects, operations and other required course work, such as outlines or assigned or assigned independent study.
2. Maintained a 90 percent average of scheduled hours of attendance.
3. Complete the course within one and ½ times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within forty weeks, he or she must complete sixty weeks. Keep in mind that the school has the right to charge any hourly tuition fee beyond the contractual graduation date if you have not completed your course hours on time and no provisions were made to change your contractual graduation date. It is your responsibility to complete your course as contracted. If you feel that you will need more time to complete your course, contact the school admissions office. An extension date will be considered with proper documentation.

Evaluation periods: student compliance with the satisfactory academic progress is divided into evaluation periods and he/she is assessed at each of the time.

Cosmetology

200 clock hours
800 clock hours
1400 clock hours

Esthetician

75 clock hours
500 clock hours

Manicuring

50 clock hours
300 clock hours

Additional evaluations and additional counseling may be held as warranted.

APPEAL PROCEDURES

Students who wish to appeal of the decision that they are not making satisfactory academic progress must submit a written request to the institutions administrator. The written request should be received within five days of termination and must describe any circumstances related to the students academic standing which the student believes deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame, 5 to 10 days and notify the student in writing of the administrator's decision. Should the student appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision with a reasonable time frame 5 to 10 days. The decision of the committee shall be final.

COURSE INCOMPLETIONS

Course incompletes, repetitions and non-credit remedial courses are not applicable to this institutions form of instruction.

NOTICE OF STUDENT RIGHTS

1. You have the right to stop school at any time and you have the right to receive a refund for the part of the course hours not taken if tuition was paid in full. Please refer to your contract for details on tuition.
2. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.
3. If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400
 Sacramento, CA 95833 (916) 431-6959

GRADING SYSTEM

The incompletes, repetitions and non-credit remedial courses are not applicable to this institutions form of instruction.

GRADING SCALE

Practical Operations

Theory Subjects

- 100%= A
- 80%= B
- 70%= C
- 60%= D

- 90 - 100%= A Excellent
- 80 - 89%= B Above Average
- 70 - 79%= C Average
- 60 - 69%= D Unsatisfactory

TUITION AND FEE SCHEDULE

COURSE	TUITION	KIT	REG. FEE	STRF	TOTAL
Cosmetology	\$4200	\$761.25	\$75	\$12.50	\$5,048.75
Esthetician	\$3000	\$652.50	\$75	\$10.00	\$3,737.50
Manicuring	\$1400	\$380.63	\$75	\$5.00	\$1,860.63

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Above Fees do not include State Board Fees.

Once used, kits are not returnable or refundable due to unsanitary considerations. Students are required to furnish their own uniform.

EXTRA HOURLY INSTRUCTION CHARGES

Students are expected to complete their training within the maximum time allowed as specified in the enrollment agreement. If the student exceeds the timeframe of the contract, an extra hourly instruction charge will be made for the balance of the hours required for the completion of the course. An addendum to the contract will reflect the hours to be completed. The rates per hour will be as follows:

- Cosmetology.....\$5.00 per hour
- Esthetician.....\$5.50 per hour
- Manicurist.....\$5.00 per hour

Fremont Beauty College reserves the right to change the tuition and fees and make subject without changes in and without prior notice when necessary. Any changes made will not affect currently enrolled students.

LOAN PROGRAM

Fremont Beauty College does not participate in loan programs. 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.

Fremont Beauty College does not participate in federal and state financial aid programs.

COURSE OF STUDY

Cosmetology Course (1600 hours)

The curriculum for students enrolled in the cosmetology course shall consist of 1600 clock hours of technical instruction and practical operations covering all practices of a cosmetologist pursuant to required criteria of the Barbering and Cosmetology Act.

Manicurist Course (400 hours)

The curriculum for students enrolled in the manicurist course shall consist of 400 clock hours of technical instruction and practical operations covering all practices of a manicurist pursuant to required criteria of the Barbering and Cosmetology Act.

Esthetician Course (600 hours)

The curriculum for students enrolled in the esthetician course shall consist of 600 clock hours of technical instruction and practical operations covering all practices of an esthetician pursuant to required criteria of the Barbering and Cosmetology Act.

Educational performance and vocational goals

All courses of study offered are designed to prepare students for the state board licensing examination.

This examination determines the individual's basic skills for entry-level positions in the beauty industry.

The training provided will prepare a graduate with the knowledge and skill needed to pass the state board examination and if desired, pursue a vocation at an entry level, as a licensed operator, specialty artist salon manager, supply representative or products demonstrator. Technical instruction shall mean instruction by demonstration, lecture, classroom participation or examination.

COURSE GRADUATION REQUIREMENTS

All students enrolled in either the Cosmetology, Esthetician or Manicuring courses must complete the required theory hours, practical operations and pass the final written exam as outlined in the school curriculum with a grade point average (GPA) of 70% "C" or better, in order to graduate and qualify for a course diploma.

Students are assisted in the preparation of the necessary documents required in order to file for their state board examination with the Barbering and Cosmetology.

LICENSING REQUIREMENTS

Once a student has completed their prescribed course as outlined in "COURSE GRADUATION REQUIREMENTS", a license to operate in the State of California shall be issued to an applicant by the State Board of Barbering and Cosmetology providing they have passed the practical and written exam with a minimum-passing rate of 75% in each area tested. A minimum passing score must be 300 or more points out of a maximum 400 passing points. If an applicant passes the practical portion and fails the written portion or passes the written portion and fails the practical portion, the applicant may reapply for re-examination of the portion failed. If both portions of the exam were not passed, an applicant may re-apply for the entire exam.

MINIMUM COURSE REQUIREMENTS

The following course descriptions contain the minimum technical and practical requirements as prescribed by the State Board of Barbering and Cosmetology of California.

Technical instruction shall mean instruction by demonstration, lecture, classroom participation and examination. Practical operations shall mean the actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include the following for each course offered:

COSMETOLOGY COURSE (1600 hours):

(a) The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

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

(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Hairstyling (65 hours of Technical Instruction and 240 Practical Operations):

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: 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 hours of Technical Instruction and 105 Practical Operations):

The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

Hair Coloring and Bleaching (60 hours Technical Instruction and 50 Practical Operations):

The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, 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 hour Technical Instruction and 80 Practical Operations):

The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

(2) 200 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject matter as follows:

Laws and Regulations (20 Hours of Technical Instruction):

The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations (45 Hours of Technical Instruction):

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: 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 Hours of Technical Instruction):

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: 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 shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology (15 Hours of Technical Instruction):

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

(3) 200 Hours of Technical Instruction and Practical Training in Esthetics The required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Manual, Electrical and Chemical Facials 25 Hours of Technical Instruction and 40 Practical Operations):

The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

Eyebrow Beautification and Make-up (25 hours Technical Instruction and 30 Practical Operations):

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.

The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.

(4) 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring

The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject matter as follows:

Manicuring and Pedicuring (10 hours Technical Instruction and 25 Practical Operations):

The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

Artificial Nails and Wraps (25 hours Technical Instruction and 120 (nails) Practical Operations):

Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs

(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.

ESTHETICIAN COURSE (600 hours)

(a) The curriculum for students enrolled in a skin care course shall consist of six hundred (600) hours of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.

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

(1) 350 Hours of Technical Instruction and Practical Training in Facials

The required subjects of instruction in Facials shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Manual, Electrical and Chemical Facials (70 hours of Technical Instruction and 140 Practical Operations):

The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification.

All practical operations must be performed in accordance with Section 992 regarding skin peeling.

Preparation (15 hours of Technical Instruction):

The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.

(2) 200 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction for each subject-matter as follows:

Laws and Regulations (10 hours of Technical Instruction):

The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations (40 hours of Technical Instruction):

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: 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 preparation. 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 hours of Technical Instruction):

The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: 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 Hours of Technical Instruction):

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.

(3) 50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up

The required subjects of instruction in Hair Removal shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

Eyebrow Beautification (25 hours of Technical Instruction and 50 Practical Operations):

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

Make-up (20 hours of Technical Instruction and 40 Practical Operations):

The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.

(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.

MANICURING COURSE (400 hours)

a) The curriculum for students enrolled in a nail care course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

- (1) The Barbering and Cosmetology Act and the Board's Rules and Regulations. (10 hours)
- (2) Cosmetology Chemistry related to manicuring practices. (Shall include the chemical composition and purpose of nail care preparations.) (10 hours)
- (3) Health and Safety/Hazardous Substances (Shall include 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, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.) (15 hours)
- (4) Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.) (10 hours and 10 operations)
- (5) Bacteriology, anatomy and physiology. (10 hours)
- (6) Water and oil manicures, including hand and arm massage. (15 hours and 40 operations)
- (7) Complete pedicure, including foot and ankle massage. (10 hours and 20 operations)
- (8) Application of Artificial Nails
 - (A) Acrylic: Liquid and powder brush-ons (15 hours and 80 operations)
 - (B) Nail tips (10 hours and 60 operations)
 - (C) Nail wraps and repairs (5 hours and 40 operations)

(c) The board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.

CANCELLATION/REFUND POLICY

Buyer's right to cancel: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, minus the value of any kit equipment you have used, will be returned to you within 45 days following the schools receipt of your cancellation notice.

To cancel the contract for school, mail or deliver a signed and dated copy of the cancellation notice or other written notice to:

Fremont Beauty College, 4149 Peralta Blvd., Fremont, CA 94536

Remember, you MUST cancel in writing. You do not have the right to cancel by just telephoning the school or by not attending classes. If you choose to cancel your contract and withdrawal from the school anytime after the end of the fifth business day, you may be entitled to a partial refund of unearned tuition fees collected. The amount of the refund shall be pro-rated according to the uncompleted portion of the course less the cost to the school of any un-return equipment and a registration fee not to exceed 75 dollars.

A refund shall be calculated in the following manner and shall be made within 45 days after the date the school receives the student's written notice of cancellation. In the event the school is permanently closed and no longer offers instruction after a student has enrolled, the student will be entitled to a pro-rated refund of tuition as outlined in this refund policy and enrollment agreement.

If a course is canceled subsequent to the student enrollment, the school shall at its option, provide a full refund of all moneys paid or provide completion of the course. If an applicant is not accepted for enrollment by the school after moneys have been collected, all moneys paid will be refunded immediately.

Enrollment time is defined as scheduled hours of attendance, or that portion of the course scheduled to be completed between the actual starting date and the date of the students last date of physical attendance in the school.

The following is the formula **sample** used to calculate a refund with 1423 attended hours a \$2.50 per hr. of 1600-hour cosmetology course:

	Contract Amount	Amount Paid	Balance Owed	Refund Calc.
Reg.	\$75	\$75	\$0	\$75 earned
Kit Supplies	\$350	\$350	\$0	\$350 earned
Tuition	\$4000	\$3860	\$0	\$3557.50 earned

Student paid a total of \$4285.00, \$3982.50 was earned by the school; a refund of \$302.50 is due to the student.

FORMAL TERMINATION

Formal termination of a student's enrollment will occur or when one of the following takes place:

- A student provides the school a notification in writing of his or her intention to withdrawal.
- The school dismisses a student for a violation covered in the rules and regulations of the school.

COMPLAINT PROCEDURE

Fremont Beauty College wants to assure your success in your chosen field, if a problem should arise during your training we want to accomplish a fair and satisfying solution. The following is the procedure, which must be followed to attain such an outcome.

Write the complaint in a letterform and include the following information:

- (1) The nature of the problem
- (2) The date of occurrence
- (3) The names of the individuals involved
- (4) The facts of the information that you personally have, NOT RUMORS
- (5) Your signature, your student number, and the date of the written complaint

Send or deliver the letter to:

Maria Vieira

Fremont Beauty College, 4149 Peralta Blvd, Fremont CA 94536

There will be a response in person or by letter within one week's time. The manager of Fremont Beauty College will make every effort to resolve the problem to everyone's satisfaction. Please retain a copy for your records.

If you have followed this complaint procedure as outlined above and still feel the problem has not been resolved to everyone's satisfaction, you may direct your complaint to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Phone: (888) 370-7589 Fax: (916) 263-1897 www.bppe.ca.gov

Your letter should contain the following:

- A copy of your original letter stating your complaint
- Proof that Arnold Beauty Colleges complaint procedures were followed before bureau contact
- Your signature and date

Fremont Beauty College will do its best to solve any problems you may have, but do remember that almost all situations require compromise on both parties sides to reach a solution.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Phone: (888) 370-7589 Fax: (916) 263-1897 www.bppe.ca.gov

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