

# TABLE OF CONTENTS

SUBJECT	
MESSAGE FROM THE OWNERS	2
MISSION STATEMENT	3
PHILOSOPHY	3
ACCREDITATION/APPROVALS	4
APPROVAL DISCLOSURE STATEMENT	5
CAREER OPPORTUNITIES	5
FINANCING	5
ENROLLMENT AND CLASS START SCHEDULE	6
ADMISSION POLICIES AND PROCEDURES	6
DOCUMENTS NEEDED FOR ADMISSIONS	6
RE-ENTRY AND WITHDRAWAL POLICIES	7
COSMETOLOGY TUITION AND CURRICULUM	8-10
COSMETOLOGY COURSE OUTLINE	11-15
ESTHETICIAN TUITION AND CURRICULUM	16-18
ESTHETICIAN COURSE OUTLINE	18-21
MANICURING TUITION AND CURRICULUM	22-24
MANICURING COURSE OUTLINE	24-27
FACULTY AND STAFF / CREDENTIALS AND QUALIFICATIONS	28
SATISFACTORY ACADEMIC PROGRESS	29-32
GENERAL TERMS AND CONDITIONS	32-33
RULES AND REGULATIONS	33-35
UNIFORM DRESS CODE / LEAVE OF ABSENCE [ SEE ADDENDUM IN THE BACK OF CATALOGE]	36
STUDENT SERVICES AND POLICIES	37-39
CANCELLATION AND REFUND POLICIES	40-41
STUDENT'S RIGHTS	41
TERMINATION POLICY	41
RETURN TO TITLE IV POLICY	N/A
FINANCIAL AID PROGRAMS	40-41
INDIVIDUAL FINANCIAL AID PROGRAMS	42
VETERAN'S POLICY STATEMENT ADDENDUM	43
CODE OF ETHICS	44

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# FROM THE OWNERS

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Dear Student:

Welcome, to W Institute of Cosmetology, thank you for selecting W Institute of Cosmetology as your school to open the doors to many opportunities available to you in the beauty professions. Our plan is to enhance the curriculum and bring the college to a new level of excellence.

By Enrolling with W Institute of Cosmetology, you will learn practical and theoretical skills contributing to your marketability in the profession.

A state license is required for you to obtain employment as a Cosmetologist, Esthetician/Cosmetician, or Manicurist. Therefore, at W Institute of Cosmetology, it is our goal to offer to you basic training which will assist you in passing the required licensing examination designed by the California Board of Barbering and Cosmetology. When you have 100 hours left you will be sent out for job interviews and required to bring back service menus and required documents for proof of interviewing.

Your training environment will be similar to that of your prospective employers. For that reason you must be punctual, respectful to your instructor's, fellow colleagues and the school customers and have the ability to prospect for clients building your clientele while in school, so you will have an income the day you are licensed. Your training will consist of theory classes and hands on practical operations. Going out into the market and finding the type of client you will work well with. Consequently we emphasize the importance of how to be successful in the marketplace, and how to gain experience from each of the practical operations that you will perform during your training. As a result of the above requirements you must work hard and be dedicated to your contractual commitment, always applying yourself while in school and out. W Institute of Cosmetology does not guarantee employment.

However, it is our goal to produce exceptionally qualified licensees'. Once again we emphasize the importance of how to be successful in the marketplace, and how to gain experience from each of the practical operations that you will perform during your training. As a result of the above requirements you must work hard and be dedicated to your contractual commitment, always applying yourself while in school and that means looking the part every day while in school and once graduated. You will represent our product, excellent educated professionals.

The training you will receive will allow you to obtain an entry-level position in the beauty professions. Your advancements will depend on your own efforts once you are working in the beauty profession.

W Institute of Cosmetology thanks-you for choosing this Institute to educate you in a vibrant new career.

All information contained in this school catalog is current and correct, and is so certified as true by Wassim and Rachelle Kaddura, President and Vice President W Institute of Cosmetology.

Sincerely yours,

Rachelle Kaddura Owner  
Wassim Kaddura Owner  
President/Vice President

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# MISSION STATEMENT

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**W Institute of Cosmetology** strives to provide the best possible education in the field of Cosmetology Manicuring and Esthetics. Our goal is to create a supportive and challenging educational environment where the value of respect for teachers and students are upheld to their fullest. Whereas the outcome of state licensure and job placement are the product of this education, we provide a premium educational experience and quality of life at our institution. This quality of life is characterized by mutual respect, support and encouragement for all individuals regardless of race, sexual orientation, religion, gender or creed.

At **W Institute of Cosmetology** we offer you the training needed to pass the state licensing examination and prepare you for employment in the beauty industry. We emphasize how to be successful in the beauty field and how to take advantage of every opportunity offered you, so you can create the lifestyle you desire. This means you must focus on your program, you must work hard, you must have dedication, and you must be determined to fulfill your dream!

The following objectives are designed to assist you in meeting your academic training and career goals:

- Prepare graduates to secure positions in their chosen field of study;
- Retrain individuals whose prior skills have become outdated;
- Supply the industry with skilled, responsible, mature, and trained professionals;
- Utilize appropriate instructional objectives, provide for individual differences among students, and motivate students in learning how to achieve their goals;
- Conduct a continuous program of self-evaluation and feedback to ensure program improvement;
- Maintain the highest standards in training;
- Maintain a reputation as a respected training institution in the cosmetology/esthetics field.

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# PHILOSOPHY

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Our philosophy is to offer training designed to prepare graduates with the skills needed to secure employment in cosmetology and esthetics and its related fields. Our instructors provide one on one attention as well as class instruction. This combination assures students the ability to realize their goals efficiently.

The highest academic and career standards are maintained to assure graduates superior capability in their profession. The curriculum is flexible enough to allow for new procedures and techniques as they are developed and yet solid enough to maintain high academic standards. The final objective is to graduate students who are able to pass the State Board Exam, obtain licensure in the State of California, and be able to secure and retain employment in order to advance in the cosmetology and esthetics profession.

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# ACCREDITATION AND APPROVALS

## W Institute is not accredited

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**W Institute of Cosmetology is an accredited School and is approved by the following agency:**

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES (NACCAS)  
4401 Ford Ave., Suite 1300  
Alexandria, Virginia, 22302  
Telephone: (703) 600-7600  
Fax: (703) 379-2200

Private Postsecondary and Vocational Education Reform and Student Consumer Protection Act of 2009 (CPEC) and is established at, The Department of Consumer Affairs located at 1625 Market Blvd., Suite N 112, Sacramento, CA 95834.

**W Institute of Cosmetology** is either approved by, or is a member of the following agencies.

- Private Postsecondary and Vocational Education Reform and Student Consumer Protection Act of 2009 (CPEC) 2535  
Capitol Oaks Drive, Suite 400  
Sacramento Ca 95798-0818  
(916) 431-6959
- California Board of Barbering and Cosmetology (DCA)  
1625 Market Blvd., Suite N 112,  
Sacramento, CA 95834.  
(916) 574-7570
- Career College Association (CCA)
- Vocational Rehabilitation (Voc Rehab)
- American Association of Cosmetology Schools (AACCS)

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# APPROVAL DISCLOSURE STATEMENT

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**W Institute of Cosmetology**, located at 4330 Clayton Road Suite E, Concord, CA, 94521, was granted institutional approval by the State of California for the following courses:

- Cosmetology 1600 Hours
- Esthetician/Cosmetician 600 Hours
- Manicuring 400 Hours

**W Institute of Cosmetology** is not a public institution. The following State Boards, Bureaus, Departments, or Agencies set minimum standards for programs of study in accordance with the Education Code, section 94316.12:

- **California Department of Consumer Affairs:** requires a minimum of 1600 hours to become licensed as a Cosmetologist and 600 Esthetician/Cosmetician, 400 hours to become licensed as a Manicurist.

Instruction is in residence with occupancy level accommodating 120 students at any given time. The Department of Consumer Affairs requires that a student who successfully completes a course of study be awarded an appropriate 5 or certificate to verify completion.

Prospective students are encouraged to visit the school to discuss personal educational and occupational plans with school admissions prior to enrolling or signing enrollment agreements. The college currently participates in programs designed to provide grants and other financial assistance for students who qualify.

The following is a list of the financial assistance programs:

- Private Pay
- TFC
- Alternative Loan Program.

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# CAREER OPPORTUNITIES

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The curriculum is designed to offer training for entry level positions in the Cosmetology; Esthetics and Manicuring fields.

STYLIST	COMPETITIONS	MAKE-UP-ARTIST
PERM SPECIALIST	EDUCATOR	SKIN CARE SPECIALIST
PLATFORM ARTIST	SCHOOL ADMINISTRATOR	MANUFACTURER
COLOR SPECIALIST	INSTRUCTOR	MANUFACTURER'S REP
SALON OWNER	SCHOOL OWNER	SALON MANAGER
NAIL TECHNICIAN		

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# FINANCING

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Financing is available to qualifying students through the school and State funded programs such as CCC; Private loans and Vocational Rehabilitation for qualifying individuals.

# ENROLLMENT AND CLASS START SCHEDULE

New classes start every 5 weeks. W Institute of Cosmetology makes every effort to follow this schedule, but reserves the right to change entrance dates and class schedules within the limitations of our facility.

## START DATES FOR ALL PROGRAMS:

05/08/12	05/19/12	06/05/12	06/12/12	06/19/12	06/26/12	07/10/12
07/24/12	08//04/12	08/28/12	09/09/12	09/25/12	10/23/12	11//27/12

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# ADMISSION POLICY & PROCEDURE

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W Institute of Cosmetology will admit as regular students:

- Students who are at least 16 years of age and, or, under a training agreement.
- **W Institute of Cosmetology** accepts High School students provided they have a signed consent of parent and High School Counselor.
- Students must have a High School Diploma, GED, or an equivalent certificate.
- All students must have a copy of their social security card, California Driver's License; California ID, or Birth Certificate. Students must agree to abide by W institute of Cosmetology rules, policies, and procedures in effect, or that may become effective during the enrollment period.

Enrollment may occur at anytime by appointment. At the enrollment interview, you will complete an admissions application, receive a tour of the facility, and have a personal interview. During the interview, job opportunities, curriculum, tuition fees and graduation requirements will be discussed. A meeting with the Director of the school may be needed to discuss financial assistance that is available through the school.

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# ADMISSIONS DOCUMENTS

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## THE ITEMS BELOW ARE NECESSARY FOR ALL COURSE ADMISSIONS:

1. Proof of Education (High School Diploma or High School Transcript with graduation date or G.E.D.).
2. Proof of Age (valid Driver's License, CA ID card, or Birth Certificate).
3. Registration Fee of \$ 150.00 is due and payable at the time of enrollment (per refund policy, and is non refundable through attendance at the first class session, or the seventh class day after enrollment, whichever is later.- Assembly Bill No. 48 Chapter 310 Article 13§ 94920 sub-section (b))
4. Cash, money orders, or checks make payable to W Institute of Cosmetology.
5. Visa and Master Credit Cards are accepted.
6. Signed copy of Social Security Card.
7. Permanent Resident Card, if applicable.
8. Two passport photographs.

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

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# RE-ENTRY AND WITHDRAWAL POLICIES

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**EVALUATION/DROP PERIOD**

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During the first five (5) days of school the student will be monitored for attendance, the student will be cancelled from the program if attendance is not 90% (excused absences will be considered). For the next twenty-five (25) days the student is monitored on a daily basis for attendance, completion of assignments, following the institutional policies, rules and regulations, and for behavioral patterns. If the student's history during the 25 day period shows FAILURE TO ACHIVE 90% ATTENDANCE, an advisory session will be conducted, documented, and signed by both the student and School Director. The student will then be terminated from school. However, if the student has documented mitigating circumstances, as determined by written appeal (see Appeal Policy, page 29), the student may be allowed to remain enrolled at **W Institute of Cosmetology**.

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**TERMINATION AND REAPPLICATION**

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Students who temporarily withdraw from a program at **W Institute of Cosmetology** will be evaluated prior to re-entering the program. Students who were previously expelled may be eligible for readmission at the discretion of the School Director. If a prior student is allowed to return, they must be deemed in good standing. The student's hours from the prior attendance will be evaluated for acceptability, based on the length of time the student has been withdrawn. Prior credit for written and practical operations will be reviewed on an individual basis.

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**RE-ADMISSION TUITION CREDIT POLICY:**

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**BOOKS/**

**EQUIPMENT:** An inspection of books and equipment will be made to determine content and publishing date of books. It will be the student's responsibility to replace all missing items or any updates to books or kits due to curriculum changes.

**TUITION:** Students returning to **W Institute of Cosmetology** with accumulated hours less than 15% of the course length and within 90 days of the date of withdrawal will receive credit on tuition for the amount previously charged.

**TUITION:** Students returning to **W Institute of Cosmetology** after 90 days and/or hours accumulated in excess of 15% of the course will be treated the same as a transfer student. The charges will be the hourly rate for each course. Any unpaid balance must be paid in full prior to re-starting the program.

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**POLICY:**

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Students transferring into **W Institute of Cosmetology** from a school within the State of California must submit a record of withdrawal from the prior school. Earned hours, written and practical operations for prior training will be evaluated for credit. Students must provide an Official Academic Transcript for evaluation two (2) weeks prior to enrollment from their previous school. Accepted hours from transferred students will be accepted on an individual basis and will be counted as both attempted and completed hours.

Students with more than 800 hours (Cosmetology) and 200 hours (Esthetician/Cosmetician) and 100 hours (Manicuring) will be given an academic evaluation based on written and practical exams. Based on the examination results, the college may lengthen the duration of the training proportionately.

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**RE-ENROLLMENT STUDENT FEES:**

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A re-enrolling student will be charged a \$150.00 registration fee. The student will be charged for their remaining hours at the current tuition rate. If the student has books and equipment, they must be evaluated for publishing date and content prior to enrollment. However, the student will be charged a fee for supplies (see pages 13 or 20); depending on the program) for the amount of the fee. If the books and equipment are not comparable to **W Institute of Cosmetology** books and equipment must be purchased.

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**FILE RETENTION AND ACCESS TO FILES:**

Beginning January 2010 W Institute of Cosmetology maintains student records for fifty years. W Institute of Cosmetology will provide access to all students and or parents/guardians of a dependent minor students and other school records to its Accrediting agency of HEA with a 24 hour request.

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# COSMETOLOGY: TUITION & CURRICULUM

BASIC COSMETOLOGY COURSE:	1600 CLOCK HOURS
	44 WEEKS (40) HOURS PER WEEK 66 WEEKS (24) HOURS PER WEEK 80 WEEKS (20) HOURS PER WEEK
<b>PROGRAM COST:</b>	
TUITION	\$12,000.00
BOOKS AND EQUIPMENT	\$1,802.00
STRFF NON-REFUNDABLE	\$30.00
NUTS AND BOLT	\$315.00
MATERIALS FEE	\$350.00
ABC/ SASOON	\$650.00
Tax 8.75%	\$272.73
REGISTRATION FEE NON-REFUNDABLE	\$150.00
<b>TOTAL COST</b>	<b>\$15,569.73</b>

**PAYMENT ARRANGEMENTS CAN BE MADE FOR STUDENTS WISHING TO MAKE MONTHLY PAYMENTS.**

All charges are due and payable according to payment schedules. Students are directed to make payments on time in the Directors office. Students may request individual payment plans. All books and equipment purchased on-campus are non-returnable once issued.

The college offers an interest free payment plan for cash paying students. If a student fails to make payments as agreed, the student will have to sign a new payment plan which includes interest.

- **PRICES SUBJECT TO CHANGE BUT WILL NOT AFFECT CURRENTLY ENROLLED STUDENTS (SEE ENROLLMENT AGREEMENT FOR ACTUAL AMOUNTS).**

**THE CHART BELOW SHOWS THE CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS CURRICULUM REQUIREMENTS FOR THE COSMETOLOGY COURSE.**

SUBJECT	Minimum Hours of Technical Instruction	Minimum Practical Operations
The Barbering & Cosmetology Act and the State Board's Rules & Regulations.	20	0
Cosmetology Chemistry (Shall include the chemical composition and the purpose of cosmetic, nail, hair and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	20	0
Health & Safety/ Hazardous Substance (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)	20	0
Theory of Electricity In Cosmetology (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	5	0
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	20	10

SUBJECT	Minimum Hours of Technical Instruction	Minimum Practical Operations
performed before use of all instruments and equipment.)		
Bacteriology, anatomy, physiology.	15	0
Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling and comb-outs.)	35	260
Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs and hot curling irons, and blower styling.)		
A. Thermal Styling	30	40
B. Press and Curl	20	20
Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	20	80
Chemical Straightening (Shall include hair analysis and the use of sodium hydroxide and other base solutions.)	20	25
Haircutting (Shall include hair analysis and the use of the razor, scissors, electrical clippers, and thinning shears for wet and dry cutting.)	20	80
Hair Coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.)		
A. Hair coloring		50
B. Bleaching		20
	5	20
	5	10
	10	15
	10	15
Makeup (Shall include skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.)	15	10
Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electrical or manual, and depilatories for the removal of superfluous hair.)	10	20
		15
		10
		50 Nails
		50 Nails
		20 Nails

Additional training may include professional ethics, personal hygiene, good grooming, and normal clean up duties. Training requires keeping student records, desk and reception, and the care and styling of wigs, it may also include not more than sixty (60) hours of credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor, the date, time and description of the field trip shall be recorded on student's daily record.

## **COURSE DESCRIPTION – 1600 HOURS -- COSMETOLOGY COURSE: MAXIMUM ENROLLMENT PER START 25**

The purpose of **W Institute of Cosmetology** course is to train all students in both theory and practical experience that will prepare them for immediate employment opportunities. The course will cover all technical and practical operation instruction relating to all practices constituting the art of cosmetology. The course is directed toward developing desirable work habits and attitudes with respect to health, sanitation and safety, and encourages self-reliance, readiness to assist others, and an ethical approach to this profession.

### **All courses are Taught in English.**

### **EDUCATIONAL OBJECTIVES AND GOALS (12.0401)**

1. To train students in basic cosmetology skills, successfully pass the State Board of Licensure Exam, and prepare them for a successful career as hairstylists, salon managers, hair colorists, salon owners, product demonstrators, and after working three years in the profession, instructors.
2. To enhance our profession with skilled individuals ready to use the education received while training in school.
3. To develop good work habits to ensure a successful career.
4. To promote a professional attitude for cosmetologists.

### **PRE – GRADUATION REQUIREMENTS:**

All Cosmetology students are required to begin the process of applying for state licensure at 1150 hours. Pre-graduation requirements include having 80% of your workbook completed, a GPA of 75% or better and a minimum attendance record of 80%. Upon completion of 1200 hours, students will be required to complete the Department of Consumer Affairs pre-application. The pre-application requires each student to disclose any prior convictions of a criminal offense, felony, or misdemeanor (other than a minor traffic violation or outstanding traffic/parking tickets). Students are responsible for paying the licensure exam fees to the applicable Department of Consumer Affairs. The pre-application fee is \$9.00 and the application for the Exam and the Initial Licensure Fee is \$125.00. All cosmetology students must complete 2 pre app exams with a passing rate of 80% or better.

### **GRADUATION REQUIREMENTS:**

All cosmetology students are required to complete 1600 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (1600), with a minimum 75% GPA. Cosmetology students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam at 1200 hours. **W Institute of Cosmetology** assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. All student workbooks must be completed and turned into their instructor.

At this point, all institutional charges and fees must be paid in full or otherwise accounted for.

### **LICENSURE REQUIREMENTS:**

A cosmetology graduate will be granted a license by the Department of Consumer Affairs after the individual has successfully completed the required hours and successfully passed the State written and practical examinations. The graduate must receive 80% or better on the written examination and 225 points or better on the practical examination. Graduates are required to take a model for the examination. The Applicant and the model must have a valid/current California Drivers License, California I.D., or valid/current Passport and a copy of their Social Security card. Examination sites are located in Fairfield and Glendale, California. Transportation to the examination site is the responsibility of the graduate. Once the student has become licensed, they must renew their license every two (2) years.

# **COSMETOLOGY COURSE OUTLINE**

## **DESCRIPTION OF COURSE:**

- A. **W Institute of Cosmetology** offers all students a modern, up-to-date educational system of planned curriculum, theory, and clinical experiences.
- B. The curriculum is organized in a progressive sequence, which is intended to prepare graduates for entry level into the cosmetology profession.

## **COURSE GOALS:**

Upon completion of the Cosmetology Course, the students shall have achieved and maintained an 75% average GPA on all written exams and practical applications required by **W Institute of Cosmetology**. Students will be prepared for the written and practical examination for the California Department of Consumer Affairs Cosmetology License as a result of the course of study, use of textbooks, workbooks, audio visual aids and review exams, as well as the practical interaction of procedures for all services offered in the industry.

The course is designed to assist students in the development of professional ethics, salesmanship, practical skills and effective communication skills to be successful in the cosmetology industry and professional salon environment.

Our goal is for students to develop an understanding of the industry and the skills needed to excel in the rapidly changing cosmetology profession.

## **COURSE FORMAT:**

The Cosmetology Course is divided into four (4) parts:

### **THEORY AND LECTURE:**

This is the presentation of the theory which builds the foundation that plays an important role in the underlying success of the Cosmetologist. A thorough understanding of all aspects of cosmetology helps develop the practical application that technicians must master before the completion of the course.

### **DEMONSTRATION:**

This is the presentation of the procedures performed in the professional hair care industry. Students will be exposed to basic textbook applications of procedures through the instructor's demonstrations. Students will receive training from various manufacturers for products and services that directly relate to the cosmetology curriculum. Demonstrations are enhanced by audio-visual materials. Audio-visual materials consist of industry related videos and detailed illustrated handouts. They will be expected to utilize the videos and illustrations when they begin the practical aspect of the course.

### **PRACTICAL:**

Students will perform procedures on each other enabling them to develop techniques and speed. Students will be expected to complete practical worksheet assignments for grading purposes. These practical class simulations will provide them with the confidence needed to complete the Professional Clinic Training portion of their training.

### **PROFESSIONAL CLINIC TRAINING:**

Students will experience an actual salon environment daily by working on clients, which will put demands on them (much of the same demands they will face in the future). This will develop their techniques and applications as well as the professional communication skills clients expect. They will benefit greatly by this environment and be able to enter the professional industry proficient at applications and with the discipline necessary to compete with veteran technicians.

## **TEXTBOOKS:**

- A. Milady's Standard Text Book 2009
- B. Milady's Standard Theory Workbook 2009
- C. Milady's Standard State Exam Review Book for Cosmetology, 2009
- D. Milady's Standard Practical Workbook 2009
- E. Milady's CD State Test Review

## **REFERENCES:**

- A. Creative Color, 2ND Edition
- H. Retailing in the Hairstyling World

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|--|--|
| B. The Professional Cosmetologist                  | I. Science and Beauty IV                   |
| C. Tapes by Redken, Milady, CVS, KMS, Matrix, etc. | J. Professional Guide to Skin Care         |
| D. Salon Management by Milady                      | K. Beauty Culture Theory and Practical     |
| E. 28 Styles for Student Practices                 | L. Salon Solutions                         |
| F. Dictionary of Cosmetology                       | M. Beyond Hair, the Ultimate Makeover Book |
| G... Redken Science and Beauty II                  |  |

**GRADING:**

- A. Achievements are evaluated by means of written and practical exams. The exams are based on the theory and practice of cosmetology.
- B. Written tests require demonstrations of competency for the required comprehension and knowledge of:
  1. Theory
  2. Principals
  3. Practice of Cosmetology
- C. 75% cumulative grade point average is required to meet minimum satisfactory progress requirements.
- D. Students are monitored daily during class and/or clinic sessions for progress.

**PROGRESS REPORTS:**

- A. Progress reports are issued to students on a monthly basis and include progress in clinic, theory, practical, and accumulated hours.

**EVALUATION:**

- A. Students are monitored with progress reports monthly to assist in keeping students on track. If the students are not meeting satisfactory progress requirements, then they must retake tests. They may also attend make up days before the next evaluation. Tuesday and Wednesday evening 5:00p.m. – 6:30 p.m.
- B. Evaluations are performed at 450,900,1250 and 1600 clock hours these evaluation points will be conducted based on actual hours completed. .
- C. Prior to Completion (1150) the instructor will make certain the student’s graduation requirements have been met and to set up the student’s mock state board exam training.
- D. Final Evaluation (1600) the student will hand in their job seeking cards and interview analysis forms.
- E. Exit interview and graduation survey.

- Note: Students who maintain minimum requirements are considered to be making satisfactory progress until the next scheduled evaluation.

**TOPICS:**

	OBJECTIVE	RELATED MATERIAL	LEVEL OF ACCEPTABILITY
	Familiarization with laws relating to practice as an applicable student and licensed cosmetologist. Interaction with the public, skills in public relations, techniques of selling, and professional services recommendations, and basic salon management techniques.	Definitions, classifications, registrations, exam fees, reciprocity, and sanitary regulations; Board: powers, duties, appointments, terms and compensation. Personal hygiene, grooming, poise, personality development; professional: ethics, laws, insurance, payroll deductions, salon opening and layout, salesmanship and advertisement, business operation and personnel management, business records and supplies, first aid, booking appointments and patron reception, employment application and resume and obtaining employment.	80% Minimum Score on Written Exam.

	OBJECTIVE	RELATED MATERIAL	LEVEL OF ACCEPTABILITY
<b>Additional Hours</b>	Beginning at 1400 hours, students will enter the 200 hour employment preparedness part of their program.	This portion of the program will include training both on and off campus. The training will include job interviews, hair shows and classes, weekly state board practical training, professional ethics, personal hygiene, good grooming, salesmanship, normal clean-up duties, client recordkeeping, desk and reception assistance, and lab/product experience.	80% Minimum Score on Written and Practical Exams. 100% participation on and off campus activities.
<b>Cosmetic Chemistry</b>	Familiarization with basic structure and purpose of cosmetic nail, hair and skin care preparations and terminology used. Provide elementary knowledge on chemical makeup, peels, and the physical and chemical changes of matter.	Elements, compounds, mixtures, acids, base salts, pH scale, and water chemistry, application of cosmetics.	80% Minimum Score on Written Exam.
<b>Health &amp; Safety/ Hazardous Substance</b>	Familiarization regarding chemicals used and basic health issues in establishments, material safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases (including HIV/AIDS and Hepatitis B. Use tools, equipment, and safety requirements.		80% Minimum Score on Written Exam.
<b>Theory Of Electricity In Cosmetology</b>	Students will understand the basic principles of electrical current, operating electrical devices, and various safety precautions used when operating electrical equipment.	Students will garner much information from the theory class, demonstration of the proper use of equipment, and practicing safety precautions	80% Minimum Score on Written Exam.
<b>Disinfection, Sanitation</b>	Learn necessary sanitary conditions for practice of cosmetology and the prevention of infectious and contagious diseases.	Sanitary, sterilization, and disinfectant rules and methods, bacteriology, wet and dry sanitizing, chemical agents used, and safety precautions.	80% Minimum Score on Written Exam, 80% Minimum Score on a Minimum of 10 Practical Applications.
<b>Bacteriology, Anatomy, Physiology</b>	Mastering the structure and science of functions of the human body and all of its systems.	Systems: skeletal, muscular, nervous, circulatory, digestive, endocrine, excretory, and respiratory structure, cells, tissues, and organs.	80% Minimum Score on Written Exam.
<b>Wet Hair Styling</b>	Mastering procedural steps to cleansing and conditioning. Familiarization with equipment	Preparation, shampoo and rinse types, litmus paper, models, procedures, chemistry of shampoos,	80% Minimum Score on Written Exam. 80% Minimum Score on all

	<b>OBJECTIVE</b>	<b>RELATED MATERIAL</b>	<b>LEVEL OF ACCEPTABILITY</b>
	and practicing wet hairstyling. Learning how to comb out hair into styles specified by the patron.	safety precautions, brushing techniques, and manipulations. Guide Points, type of curls, type of rollers, shaping, type and methods of waving, parts and equipment. Basic, ruffled, and locked-in comb-outs, lifting and rolling the brush, back brushing, backcombing for large and small head looks. Safety Precautions and Sanitation.	Practical Applications
<b>Thermal Hair Styling</b>	Mastering procedural uses of equipment, styling with thermal heating equipment, analyzing hair, product knowledge	Working with various products, hot combs, curling irons (stove and electric), ceramic irons, flat irons, blow dryers, safety precautions with use of equipment.	80% Minimum Score on Written Exam. 80% Minimum Score on a minimum of 40 thermal styles and 20 Press/Curl Practical Applications.
<b>Permanent Waving</b>	Proficiency with waving lotions and performing permanents. Familiarity with chemical relaxing process, curls, and products used.	Introduction, scalp and hair analysis, blocking and wave formations, curling rods, chemicals, rolling and testing curls, application of lotion, processing and neutralization, procedures, safety precautions, and special problems.	80% Minimum Score on Written Exam. Use of proper safety precautions, and proper steps to complete and permanent wave in 2 hours or less and application of relaxer in 20 minutes. 80% Minimum Score on Practical Applications.
<b>Chemical Straightening</b>	Proficiency with hair analysis, the use of chemicals, and production knowledge.	Students will learn to work with different products and hair types to get the desired effect in straightening hair including sodium hydroxide and other base solutions. Students will analyze hair prior to chemical use. Safety Precautions and Sanitation	80% Minimum Score on Written Exam. 80% Minimum Score on 25 Practical Applications.
<b>Haircutting</b>	Demonstrated use of proper implements for hair shaping and cutting. Correctly shape and cut hair using scissors and/or razor.	Implements, definitions, methods of tapering, cutting, shaping, and shingling, haircut types and procedures, and safety precautions.	80% Minimum Score on Written Exam. Use of proper techniques and safety precautions to cut hair in 20-25 minutes with the razor and 25-30 minutes with scissors. 80% Minimum Score on 80 Practical Applications.
<b>Hair Coloring and Bleaching</b>	Familiarization with hair coloring and bleaching concepts.	Introduction, color classifications and selection, tests and safety precautions, coloring preliminaries, bleaching and toners, color application and special effects.	80% Minimum Score on Written Exam. Use of proper safety precautions, following directions, and application of color to hair. 80% Minimum Score on 50 Color and 20 Bleach Practical Applications.
<b>Scalp and Hair Treatments</b>	Learning the benefits of and performing of scalp and hair	Introduction, preparation, manipulations, high frequency and	80% Minimum Score on Written Exam. Perform

	<b>OBJECTIVE</b>	<b>RELATED MATERIAL</b>	<b>LEVEL OF ACCEPTABILITY</b>
	treatments. Familiarization with disorders and diseases of scalp and hair.	heat caps, procedures for scalp treatments, disorders and diseases of scalp and hair. Proper Sanitation and Safety Precautions.	proper steps for scalp treatment in 30 minutes or less. 80% Minimum Score on 20 Practical Applications.
<b>Facials</b>	Learning procedures and movements for giving facials. Learning procedures for manual, electrical, and chemical facials		80% Minimum Score on Written Exam. Using proper steps and to give a facial in one hour or less. 80% Minimum Score on 10 Manual, 15 Electrical, & 15 Chemical Facial Practical Applications.
<b>Eyebrow Arching and Hair Removal</b>	Learning the techniques and procedures for Eyebrow arching and the removal of superfluous hair.	Use of wax, tweezers (electrical and manual), and depilatories, in the removal of hair, including eyebrow arching. Sanitation & Safety issues.	80% Minimum Score on Written Exam 80% Minimum Score on 20 Hair Removals Practical Applications.
<b>Makeup</b>	Learning the techniques and procedures for lash and brow tinting Learning the types, purposes, application of false eyelashes, and effects of cosmetics for application of make-up. Learning basic skin analysis.	Cosmetics that are used, preparation, procedures, makeup, corrective makeup, lash and brow tint, false eyelashes, and skin analysis. Variety of products.	80% Minimum Score on Written Exam. 80% Minimum Score on 10 Practical Applications.
<b>Manicure and Pedicure</b>	Becoming adept with hand and nail care, arm, hand, and foot massage and basic knowledge of diseases and disorders of nails.	Introduction, equipment, implements and materials, cosmetics, nail shapes and sculptures, table preparation, manicure procedures, arm, hand, and foot massage, special problems, diseases, and disorders of nails, and safety precautions.	80% Minimum Score on Written Exam. Proper use of safety and sanitation procedures on manicures and pedicures in 40-60 minutes or less. 80% Minimum Score on 15 manicure and 10 Pedicure Practical Application.
<b>Artificial Nails</b>	Learning the techniques and products for application of artificial nails.	Products and procedures used to apply acrylic, tips, wraps, and repair of nails. Sanitation and Safety precautions.	80% Minimum Score on Written Exam. Proper use of products, sanitation, and of safety procedures 80% Minimum Score on 50 Acrylic, 50 tips, and 20 Wraps and Repairs Practical Application

## ESTHETICIAN: TUITION & CURRICULUM

<b>BASIC ESTHETICS COURSE:</b>		<b>600 CLOCK HOURS</b>
		<b>19 WEEKS (40) HOURS PER WEEK</b> <b>25 WEEKS (24 HOURS PER WEEK)</b>
<b>PROGRAM COST:</b>		
<b>TUITION</b>		<b>\$8,000.00</b>
<b>STRFF</b>	<b>NON REFUNDABLE</b>	<b>\$20.00</b>
<b>REGISTRATION FEE</b>	<b>NON REFUNDABLE</b>	<b>\$150.00</b>
<b>NUTS &amp; BOLTS</b>		<b>315.00</b>
<b>BOOKS &amp; EQUIPMENT</b>		<b>\$1,802.00</b>
<b>Tax</b>	<b>8.75%</b>	<b>\$185.23</b>
<b>MATERIALS FEE</b>		<b>\$350.00</b>
<b>TOTAL COST</b>		<b>\$10,822.23</b>

### PAYMENT ARRANGEMENTS CAN BE MADE FOR STUDENTS WISHING TO MAKE MONTHLY PAYMENTS

All charges are due and payable according to financial aid disbursements or payment schedules. Students are directed to consult with the Financial Aid Office to arrange payment terms. Financial Aid is available to qualifying students and students may request individual payment plans. All books and equipment purchased on-campus are non-returnable once used.

The college offers an interest free payment plan. If students fail to make payments as agreed, the student will have to sign a new payment plan which includes interest.

- **PRICES SUBJECT TO CHANGE BUT WILL NOT AFFECT CURRENTLY ENROLLED STUDENTS  
(SEE ENROLLMENT AGREEMENT FOR ACTUAL AMOUNTS)**

THE CHART BELOW AND ON THE NEXT PAGE SHOWS THE CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS CURRICULM REQUIREMENTS FOR THE ESTHETICS (Skin Care) COURSE.

<b>SUBJECT</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operations</b>
<b>Barbering &amp; Cosmetology Act And The State Board's Rules and Regulations</b>	10	0
<b>Chemistry pertaining to the practices of an Esthetician/Cosmetician. (Shall include the chemical composition and purpose of cosmetic and skin care preparation. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)</b>	10	0
<b>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.)</b>	20	0
<b>Electricity (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)</b>	10	0

<b>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.)</b>	10	10
<b>Bacteriology, anatomy, physiology, skin analysis and conditions</b>	15	0
<b>Facial</b>		
<b>A. Manual (Shall include cleansing, scientific manipulations, packs and masks</b>	30	65
<b>B. Electrical (Shall include the use of electrical modalities, including 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 purpose of contracting, the muscles of the body or face.)</b>	30	65
<b>C. Preparation (Technical Instruction) CC, IP, contraindications, professionalism, CRK, pre &amp; post op care, CPR/AED, salon and spa skills.</b>	15	0
<b>D. Chemicals (Shall include chemical skin peels, packs, and 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.)</b>	10	10
<b>Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, manual or electrical, and depilatories for the removal of superfluous hair.)</b>		
<b>A. Tweezers</b>	5	10
<b>B. Wax and depilatories</b>	20	40
<b>SUBJECT</b>		
<b>Make-up (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.)</b>	20	40

**COURSE DESCRIPTION – 600 HOURS – ESTHETICIAN/COSMETICIAN COURSE:**

**W Institute of Cosmetology** will offer Esthetician/Cosmetician students a modern educational system with combined curriculum, theory and clinical experience. Preparing graduates for the professional spa/salon environment that is demanded today.

**All courses are Taught in English.**

**MAXIMUM ENROLLMENT PER START 25**

**EDUCATIONAL OBJECTIVES AND GOALS (D.O.T. #332.271.014) (CIP # 12.0409 Esthetic Services, Other):**

1. To properly train students in basic skills to successfully pass the Department of Consumer Affairs Licensure Exam and to prepare them for a successful career
2. To enhance the profession with well-rounded individuals ready to use the skills they have learned
3. To develop good work habits to ensure a successful career in skin care, salon management, salon owner, product demonstrator, skin care specialist, and makeup artist
4. To assist in the development of professional ethics, salesmanship, practical skills and effective communication skills needed to be successful in the Esthetics industry and professional salon environment; to educate students with a combination of theory and practical experiences for all aspects of Esthetics training.

## **PRE – GRADUATION REQUIREMENTS:**

All Esthetics students are required to begin the process of applying for state licensure at 400 hours. Pre-graduation requirements include having 80% of your workbook completed, a GPA of 75% or better and a minimum attendance record of 80%. Upon completion of 450 hours, students will be required to complete the California Department of Consumer Affairs pre-application. The pre-application requires each individual to disclose any prior convictions of a criminal offense, felony, or misdemeanor (other than a minor traffic violation or outstanding traffic/parking tickets). Students are responsible for paying the licensure exam fees to the California Department of Consumer Affairs. The pre-application fee is \$9.00 and the application for the Exam and the Initial Licensure Fee is \$115.00. All esthetics students must complete 2 Pre-App exams passing with an 80% or better.

## **GRADUATION REQUIREMENTS:**

All Esthetician/Cosmetician students are required to complete 600 hours of instruction. A student is awarded a Certificate of Completion certifying graduation when the student has completed the required theory and practical hours (600) with a minimum 75% GPA. Esthetician/Cosmetician students are required to pre-apply to the Department of Consumer Affairs for the licensure exam at 450 hours. **W Institute of Cosmetology** assists students in completing the necessary documents needed to file for the appropriate Department of Consumer Affairs Licensure Examinations.

At this point, all college charges and fees are either paid in full or otherwise accounted for.

## **LICENSURE REQUIREMENTS:**

An Esthetician/Cosmetician graduate will be granted a license by the California Department of Consumer Affairs only after the individual has successfully completed the required hours (600) and successfully passed the State written and practical examinations. The graduate must receive 80% or better on the written examination and 225 points or better on the practical examination. Graduates are required to take a model for the examination and have a valid/current California Drivers License, California I.D., or valid/current Passport. Examination sites are located in Fairfield and Glendale, California. Transportation to the examination site is the responsibility of the graduate. Once the student has become licensed, they must renew the license every 2 years.

# **ESTHETICIAN COURSE OUTLINE**

This course outline follows the minimum requirements of the California Department of Consumer Affairs.

## **DESCRIPTION OF COURSE:**

- A. **W Institute of Cosmetology** offers all students a modern, up-to-date educational system of planned curriculum, theory, and clinical experiences.
- B. The curriculum is organized in a progressive sequence, which is intended to prepare graduates for entry level into the Esthetics Profession.

## **COURSE GOALS:**

Upon completion of the Esthetician/Cosmetician Course, the students shall have achieved and maintained an 80% average on all written exams and practical applications required by **W Institute of Cosmetology**. Students will be prepared for the written and practical examination for the California Department of Consumer Affairs Esthetics License as a result of the course of study, use of textbooks, workbooks, audio visual aids and review exams, as well as our practical interaction of procedures for all services offered in the industry.

The course is designed to assist students in the development of professional ethics, salesmanship, practical skills and effective communication skills to be successful in the cosmetology industry and professional salon environment.

Our goal is for students to develop an understanding of the industry and the skills needed to excel in the rapidly changing esthetics profession.

## **COURSE FORMAT:**

The Esthetician/Cosmetician Course is divided into four (4) parts:

### **THEORY AND LECTURE:**

This is the presentation of the theories which builds the foundation that plays an important role in the underlying success of the Esthetician/Cosmetician. A thorough understanding of all aspects of esthetics helps develop the practical application that technicians must master before the completion of the course.

**DEMONSTRATION:**

This is the presentation of the procedures performed in the professional skin care industry. Students will be exposed to basic textbook applications of procedures through the instructor's demonstrations. Students will receive training from various manufacturers for products and services that directly relate to the esthetics curriculum. Demonstrations are enhanced by audio-visual materials. Audio-visual materials consist of industry related videos and detailed illustrated handouts. They will be expected to utilize the demonstrations when they begin the practical aspect of the course.

**PRACTICAL:**

Students will perform procedures on each other enabling them to develop techniques and speed. Students will be expected to complete practical worksheet assignments for grading purposes. These practical class simulations will provide them with the confidence they need to complete the Professional Clinic Training portion of their training.

**PROFESSIONAL CLINIC TRAINING:**

Students will experience an actual salon environment daily by working on clients, which will put demands on them (much of the same demands they will face in the future). This will develop their techniques and applications as well as the professional communication skills clients expect. They will benefit greatly by this environment and be able to enter the professional industry proficient at applications and discipline necessary to compete with veteran technicians.

**TEXTBOOKS:**

- A. Milady's Standard Esthetics Textbook, 2009
- B. Milady State Exam Review for Esthetics, 2009
- C. Milady Standard Esthetics Practical and Theory Workbooks 2009
- D. Milady's CD State Test Review.

**REFERENCES:**

- |  |  |
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| <ul style="list-style-type: none"> <li>A. Milady Standard Cosmetology Textbooks<br/>And Reference Materials (Several Editions)</li> <li>B. Salon Management by Milady;</li> <li>C. Milady Standard Fundamentals for Esthetician/Cosmeticians,<br/>9th Edition;</li> <li>D. Webster's Collegiate Dictionary and Dictionary</li> </ul> | <ul style="list-style-type: none"> <li>E. Peels and Peeling Agents</li> <li>F. Stress Relief with Reflexology;</li> <li>G. Microdermabrasion</li> <li>H. Medical Terminology</li> <li>I. HIV/AIDS &amp; Hepatitis</li> <li>J. Common Skin Diseases</li> <li>K. Ensuring an Optimal Outcome in Skin Care</li> </ul> |
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**GRADING:**

- A. Achievements are evaluated by means of written and practical exams. The exams are based on the theory and practice of esthetics which is taught in the classroom and is given to demonstrate a student's competency.
- B. Written tests require demonstrations of competency for the required comprehension and knowledge of:
  - 1. Theory
  - 2. Principals
  - 3. Practice of Esthetics.
- C. 75% cumulative grade point average is required to meet minimum satisfactory progress requirements for written exams.
- D. Students are monitored daily during class and/or clinic sessions for progress.

**PROGRESS REPORTS:**

- A. Progress reports are issued to students on a monthly basis that includes progress in clinic, theory, practical operations', Exams, and accumulated hours.

**EVALUATION:**

Each student is monitored using progress reports by the School Director or Instructor at the following increments:

- A. Monthly to assist in keeping students on track. Students are monitored with progress reports – if the student is not meeting satisfactory progress requirements, then they must retake tests.
- B. Evaluation is performed to help students evaluate State Board requirements and placement information at 300 and 600 hours. These evaluation points will be conducted based on actual hours completed. You may also attend make up days before the next evaluation. Tuesday and Wednesday 5:00 p.m. to 6:00p.m.
- C. Prior to Completion (500) the instructor will make certain the student's graduation requirements have been met and to set up the student's mock state board exam.
- D. Final Evaluation (600) the student will hand in their job seeking cards and interview analysis forms.
- E. Evaluation can also be done if the Instructor, student, or School Director determines it is needed.

- Note: Students who maintain minimum requirements are considered to be making satisfactory progress until the next scheduled evaluation.

## TOPICS:

	OBJECTIVE	RELATED MATERIAL	LEVEL OF ACCEPTABILITY
<b>Barbering &amp; Cosmetology Act And The State Board's Rules &amp; Regulations</b>	Familiarization with laws relating to practice as an applicable student and licensed cosmetologist. Interaction with public, skills in public relations, techniques of selling, and professional services recommendations, and basic salon management techniques.	Elements, compounds, mixtures, acids, base salts, pH scale, and water chemistry.	80% Minimum Score on Written Exam
<b>Cosmetology Chemistry Related to Skin Care Practices</b>			80% Minimum Score on Written Exam
<b>Health &amp; Safety/ Hazardous Substance</b>		Students will garner much information from the theory class, demonstration of the proper use of equipment, and practicing safety precautions	80% Minimum Score on Written Exam.
<b>Electricity</b>			80% Minimum Score on Written Exams
<b>Disinfection Sanitation</b>			80% Minimum Score on Written Exam, 80% Minimum Score on a Minimum of 10 Practical Applications

	<b>OBJECTIVE</b>	<b>RELATED MATERIAL</b>	<b>LEVEL OF ACCEPTABILITY</b>
<b>Bacteriology, Anatomy, Physiology</b>	Mastering the structure and science of functions of the human and all of its systems; Bacteriology - Types and classifications; Viruses body and Fungus; and Infection and treatment;	Massage theory and effect, motor points, manipulations, skincare fundamentals facial treatments. Proper Sanitation and Safety techniques.	80% Minimum Score on Written Exam.
<b>Facials</b> <b>a. Manual</b> <b>b. Electrical</b> <b>c. Chemical</b>			80% Minimum Score on Written Exam. Using proper steps and to give a facial in one hour or less. 80% Minimum Score on 40 Manual, 30 Electrical, and 20 Chemical Facial Practical Applications.
<b>Eyebrow Arching and Hair Removal</b>	Learning the techniques and procedures for Eyebrow arching and the removal of superfluous hair.	Cosmetics that are used, preparation, procedures, makeup, corrective makeup, false eyelashes, and skin analysis. Variety of products.	80% Minimum Score on Written Exam. 80% Minimum Score on 10 Hair Removal Practical Applications.
<b>Makeup</b>			80% Minimum Score on Written Exam. 80% Minimum Score on 40 Practical Applications.



## Nail Care Course Technical Instruction and Practical Operations

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
(2) Cosmetology Chemistry related to manicuring practices. (Shall include the chemical composition and purpose of nail care preparations.)	10	
(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.)	25	
(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	10
(5) Bacteriology, anatomy and physiology.	10	
(6) Water and oil manicures, including hand and arm massage.	30	30
(7) Complete pedicure, including foot and ankle massage.	30	30
(8) Application of Artificial Nails		
(A) Acrylic: Liquid and powder brush-ons	15	80 Nails
(B) Nail tips	10	60 Nails
(C) Nail wraps and repairs	5	15 Nails
(D) Disinfection & Sanitation	20	10

(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.

(d) No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

**COURSE DESCRIPTION –400 HOURS – MANICURING COURSE:      **MAXIMUM ENROLLMENT PER START 25.****

**W Institute of Cosmetology** will offer Manicuring students a modern educational system with combined curriculum, theory and clinical experience. Preparing graduates for the professional salon environment that is demanded today.

**All courses are taught in English.**

**EDUCATIONAL OBJECTIVES AND GOALS (D.O.T.331674-010) (CIP CODE # 12.0409 Manicuring Services, Other):**

1. To properly train students in basic skills to successfully pass the Department of Consumer Affairs Licensure Exam and to prepare them for a successful career
2. To enhance the profession with well-rounded individuals ready to use the skills they have learned
3. To develop good work habits to ensure a successful career in skin care, salon management, salon owner, product demonstrator, skin care specialist, and makeup artist
4. To assist in the development of professional ethics, salesmanship, practical skills and effective communication skills needed to be successful in the Esthetics industry and professional salon environment; to educate students with a combination of theory and practical experiences for all aspects of Esthetics training.

**PRE – GRADUATION REQUIREMENTS:**

All Manicuring students are required to begin the process of applying for state licensure at 240 hours. Pre-graduation requirements include having 80% of your workbook completed, a GPA of 75% or better and a minimum attendance record of 80%. Upon completion of 240 hours, students will be required to complete the California Department of Consumer Affairs pre-application. The pre-application requires each individual to disclose any **prior convictions of a criminal offense, felony, or misdemeanor** (other than a minor traffic violation or outstanding traffic/parking tickets). Students are responsible for paying the licensure exam fees to the California Department of Consumer Affairs. The pre-application fee is \$9.00 and the application for the Exam and the Initial Licensure Fee is \$119.00 all esthetics students must complete 2 Pre-App exams passing with an 80% or better.

**GRADUATION REQUIREMENTS:**

All Manicuring students are required to complete 400 hours of instruction. A student is awarded a Certificate of Completion certifying graduation when the student has completed the required theory and practical hours (400) with a minimum 75% GPA. Manicuring students are required to pre-apply to the Department of Consumer Affairs for the licensure exam at 240 hours. **W Institute of Cosmetology** assists students in completing the necessary documents needed to file for the appropriate Department of Consumer Affairs Licensure Examinations.

At this point, all college charges and fees are either paid in full or otherwise accounted for.

**LICENSURE REQUIREMENTS:**

A Manicuring graduate will be granted a license by the California Department of Consumer Affairs only after the individual has successfully completed the required hours (400) and successfully passed the State written and practical examinations. The applicant must receive 75% or better on the written state examination and 225 points or better on the practical examination. Applicants are required to take a model for the examination and have a valid/current California Drivers License, California I.D., or valid/current Passport. Examination sites are located in Fairfield and Glendale, California. Transportation to the examination site is the responsibility of the graduate. Once the student has become licensed, they must renew the license every 2 years.

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## **MANICURING COURSE OUTLINE**

This course outline follows the minimum requirements of the California Department of Consumer Affairs.

**DESCRIPTION OF COURSE:**

- A. **W Institute of Cosmetology** offers all students a modern, up-to-date educational system of planned curriculum, theory, and clinical experiences.
- B. The curriculum is organized in a progressive sequence, which is intended to prepare graduates for entry level into the Manicuring Profession.

**COURSE GOALS:**

Upon completion of the Manicuring Course, the students shall have achieved and maintained an 80% average on all written exams and practical applications required by **W Institute of Cosmetology**. Students will be prepared for the written and practical examination for the California Department of Consumer Affairs Manicuring License as a result of the course of study, use of textbooks, workbooks, audio visual aids and review exams, as well as our practical interaction of procedures for all services offered in the industry.

The course is designed to assist students in the development of professional ethics, salesmanship, practical skills and effective communication skills to be successful in the cosmetology industry and professional salon environment.

Our goal is for students to develop an understanding of the industry and the skills needed to excel in the rapidly changing Manicuring profession.

**COURSE FORMAT:**

The Manicuring Course is divided into four (4) parts:

**THEORY AND LECTURE:**

This is the presentation of the theories which builds the foundation that plays an important role in the underlying success of the Esthetician/Cosmetician. A thorough understanding of all aspects of manicuring helps develop the practical application that technicians must master before the completion of the course.

**DEMONSTRATION:**

This is the presentation of the procedures performed in the professional Manicuring care profession. Students will be exposed to basic textbook applications of procedures through the instructor's demonstrations. Students will receive training from various manufacturers for products and services that directly relate to the esthetics curriculum. Demonstrations are enhanced by audio-visual materials. Audio-visual materials consist of industry related videos and detailed illustrated handouts. They will be expected to utilize the demonstrations when they begin the practical aspect of the course.

**PRACTICAL:**

Students will perform procedures on each other enabling them to develop techniques and speed. Students will be expected to complete practical worksheet assignments for grading purposes. These practical class simulations will provide them with the confidence they need to complete the Professional Clinic Training portion of their training.

**PROFESSIONAL CLINIC TRAINING:**

Students will experience an actual salon environment daily by working on clients, which will put demands on them (much of the same demands they will face in the future). This will develop their techniques and applications as well as the professional communication skills clients expect. They will benefit greatly by this environment and be able to enter the professional work force using proficient applications and discipline necessary to compete with experienced technicians.

**TEXTBOOKS:**

- A. Milady's Standard Manicuring Textbook, 2009
- B. Milady State Exam Review for Manicurist, 2009
- C. Milady Standard Manicuring Practical and Theory Workbooks 2009
- D. Milady's CD State Test Review.

**REFERENCES:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>A. Milady Standard Cosmetology Textbooks And Reference Materials (Several Editions)</li> <li>B. Salon Management by Milady;</li> <li>C. Milady Standard Fundamentals for Manicurist, 9th Edition;</li> <li>D. Webster's Collegiate Dictionary and Dictionary</li> </ul> | <ul style="list-style-type: none"> <li>E. Peels and Peeling Agents</li> <li>F. Stress Relief with Reflexology;</li> <li>G. Microdermabrasion</li> <li>H. Medical Terminology</li> <li>I. HIV/AIDS &amp; Hepatitis</li> <li>J. Common Skin Diseases</li> </ul> |
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**GRADING:**

- A. Achievements are evaluated by means of written and practical exams. The exams are based on the theory and practice of esthetics which is taught in the classroom and is given to demonstrate a student's competency.
- B. Written tests require demonstrations of competency for the required comprehension and knowledge of:

1. Theory
2. Principals
3. Practice of Manicuring/Pedicuring.

C. 75% cumulative grade point average is required to meet minimum satisfactory progress requirements for written exams.

D. Students are monitored daily during class and/or clinic sessions for progress.

**PROGRESS REPORTS:**

A. Progress reports are issued to students on a monthly basis and include progress in clinic, theory, practical's, and accumulated hours.

**EVALUATION:**

Each student is monitored using progress reports by the School Director or Instructor at the following increments:

- A. Monthly to assist in keeping students on track. Students are monitored with progress reports – if the student is not meeting satisfactory progress requirements, then they must retake tests. They may also attend make up days before the next evaluation. Tuesday and Wednesday 5:00 p.m. to 6:00p.m.
- B. Evaluation is performed to help students evaluate State Board requirements and placement information at 200 and 400 hours. These evaluation points will be conducted based on actual hours completed.
- C. Prior to Completion (200) the instructor will make certain the student's graduation requirements have been met and to set up the student's mock state board exam.
- D. Final Evaluation (400) the student will hand in their job seeking cards and interview analysis forms.
- E. Evaluation can also be done if the Instructor, student, or School Director determines it is needed.

- Note: Students who maintain minimum requirements are considered to be making satisfactory progress until the next scheduled evaluation.

**TOPICS:**

	<b>OBJECTIVE</b>	<b>RELATED MATERIAL</b>	<b>LEVEL OF ACCEPTABILITY</b>
<b>Barbering &amp; Cosmetology Act And The State Board's Rules &amp; Regulations</b>	Familiarization with laws relating to practice as an applicable student and licensed cosmetologist. Interaction with public, skills in public relations, techniques of selling, and professional services recommendations, and basic salon management techniques.	Elements, compounds, mixtures, acids, base salts, pH scale, and water chemistry.	80% Minimum Score on Written Exam
<b>Cosmetology Chemistry Related to Manicuring practices Care Practices. Includes the chemical compositions and purposes of nail care preparations.</b>			80% Minimum Score on Written Exam
<b>Health &amp; Safety/ Hazardous Substance</b>	Familiarization regarding chemicals used and basic health issues in establish-ments, material safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable	Students will acquire information from their theory class and demonstration of the proper use of equipment, and practicing safety precautions	80% Minimum Score on Written Exam.

	<b>OBJECTIVE</b>	<b>RELATED MATERIAL</b>	<b>LEVEL OF ACCEPTABILITY</b>
	diseases (including HIV/AIDS and Hepatitis B. Use tools, equipment, and safety requirements.		
<b>Electricity</b>			80% Minimum Score on Written Exams
<b>Disinfection Sanitation</b>			80% Minimum Score on Written Exam, 80% Minimum Score on a Minimum of 10 Practical Applications
<b>Bacteriology, Anatomy, Physiology</b>	Mastering the structure and science of functions of the human and all of its systems; Bacteriology - Types and classifications; Viruses body and Fungus; and Infection and treatment;	Massage theory and effect, motor points, manipulations, nail care fundamentals nail I treatments. Proper Sanitation and Safety techniques.	80% Minimum Score on Written Exam.
<b>Artificial Nails</b> <b>Liquid and Powder Brush On.</b> <b>Nail – Tips</b> <b>Nail Wraps &amp; Repairs</b>	Learning all techniques and products for application of artificial nails. Understanding what type of products and procedures used to apply acrylic, tips, wraps, and repair of nails. Understanding how to apply proper Sanitation and Safety precautions.	Products and procedures used to apply acrylic, tips, wraps, and repair of nails. Sanitation and Safety precautions	80% Minimum Score on Written Exam. Proper use of products, sanitation, and of safety procedures 80% Minimum Score on 50 Acrylic, 50 tips, and 20 Wraps and Repairs Practical Application.
<b>Manicure and Pedicure</b>	Becoming adept with hand and nail care, arm, hand, and foot massage and basic knowledge of diseases and disorders of nails.	Introduction, equipment, implements and materials, cosmetics, nail shapes and sculptures, table preparation, manicure procedures, arm, hand, and foot massage, special problems, diseases, and disorders of nails, and safety precautions.	80% Minimum Score on Written Exam. Proper use of safety and sanitation procedures on manicures and pedicures in 40-60 minutes or less. 80% Minimum Score on 15 manicure and 10 Pedicure Practical Application.

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# FACULTY AND STAFF CREDENTIALS AND QUALIFICATIONS

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PROMOTING EXCELLENCE THROUGH PROFESSIONAL EDUCATION

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## INSTRUCTORS QUALIFICATIONS:

MONICA MOLTON

Licensed Cosmetologist for 22 years ; r 25 years professional experience in customer service and retail sales industry; 20 years as a Professional Makeup Artist / Image Consultant; 9 years Management experience and 8 years Business development .

MANDI COLLINS

Licensed Esthetician, 2005. Ms. Collins owns her own business waxing and peels. Has developed curriculum for phase 3 instruction and launched Esthetician programs. Ms. Collins has trained with Dermalogica; Dr. Murad for Murad Products and Bioelemets. Ms. Collins has been an Educator for 3 years. Currently taking the master educator courses from Milady. Continuing Education status is current and ongoing.

TAMARA REEVES

Licensed Cosmetologist, 1995; Ms. Reeves has been teaching for 10 years and is currently studying for her AA in business management. Ms. Tamara is our Freshmen Instructor and beams with delight as her freshmen students matriculate to the clinic floor. Continuing Education status is current and ongoing.

JACQUELINE RACKLEY

Licensed Cosmetologist, 1970; Ms. Rackley has owned her own business and now donates her time to our students as our school Queen Mentor. Continuing Education status is current and ongoing.

## STATE BOARD INSTRUCTOR

TAMARA REEVES

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## SUBSTITUTE INSTRUCTOR LIST

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## STAFF ADMINISTRATION

Rachelle Kaddura      President  
Wassim Kaddura      Vice President

Lyn Terranova      School Director; Licensed Cosmetologist, 1973; K1-12Clear designated subjects teaching credential. ABA Certified Paralegal; BA in Law, St. Mary's College, CA 2004; Community College Teaching Credential K12-14 valid for life. Continuing Education status is current and ongoing.

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# SATISFACTORY ACADEMIC PROGRESS POLICY

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**MINIMUM REQUIREMENTS:**

In order to have satisfactory academic progress, students must maintain a minimum of 75% on each written exam and practical operation, and a minimum of 80% attendance. The maximum timeframe to complete any program is 125% of the program length. Program length is defined as the period of time on your enrollment agreement. Leave of absences will extend your contract period and maximum time frame by the same number of days taken in the leave of absence. VA benefits will be paid for 100% of approved program hours.

**Note: All students are allowed absences of 7.5% of the total course length they are enrolled in. This policy applies to every student enrolled in W Institute of Cosmetology and NACCAS – approved programs. SAP policy is provided to applicants prior to enrollment.**

**COSMETOLOGY:** Students are evaluated at the evaluation points ( 450, 900, 1250 and 1600 hours) on a cumulative GPA of written exams and practical exams cumulative attendance . These evaluation points will be conducted based on actual hours completed.

**ESTHETICIAN** Students are evaluated at the evaluation points (300 and 600hours) on a cumulative GPA of written exams and practical exams and cumulative attendance . These evaluation points will be conducted based on actual hours completed.

**MANICURING** Students are evaluated at the evaluation points (200 and 400 hours) on a cumulative GPA of written exams and practical exams cumulative attendance . These evaluation points will be conducted based on actual hours completed.

- Note: Students who maintain minimum requirements are considered to be making satisfactory progress until the next scheduled evaluation.

**Satisfactory Progress for Cumulative Attendance:**

Attendance progress evaluations are based on the cumulative attendance percentage as of the last day of the week of the academic progress evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. For partial months, scheduled hours will be calculated by multiplying the number of class days scheduled times eight hours in each day.

Satisfactory progress in attendance and academic work is a requirement for all students enrolled at **W Institute of Cosmetology** and is the same for all students within each course. Satisfactory progress complies with all laws and regulations applicable to the college. Students receiving funds under any Title IV financial aid programs must maintain satisfactory progress in order to continue eligibility for such funds. Students will be advised of their SAP and the Sap report will be scanned into their electronic file.

**GRADE SPECIFICS:**

All students are required to have at least 75% or above GPA for each written exam and practical operation and an average attendance of 80% or above. Students are expected to complete practical worksheets and a number of practical assignments at various intervals. Students who fail to do so will be given two weeks to finish assignments or incompletes will be recorded. The incomplete grade will be replaced with the letter grade of “F” if the makeup work is not completed.

**ATTENDANCE SPECIFICS:**

Daily attendance, tardies, early time-outs, and absences will be the factors evaluated. Students must maintain 80% attendance average to be considered making satisfactory progress at each checkpoint. Students who are absent fourteen (14) consecutive calendar days will be dismissed from school. Only the School Director may grant re-entry. All hours attended after contract date, are subject to overtime fees of \$10 per clock hour.

**RETAKES/RESCHEDULED/REVIEW TESTS:**

Failed tests must be retaken until at least 80% test score has been achieved. Missed tests and retakes must be scheduled with instructors. All tests must be taken and completed with a passing grade of at least 80% to graduate.

**WARNING AND PROBATION STATUS:**

Students that do not meet minimum standards for satisfactory academic progress during evaluation points will be first placed on warning status. If at the end of the warning period you have not achieved satisfactory progress you will be placed on probation if;

- The Institution evaluates the students progress and determines that the student did not make satisfactory academic progress during the warning or the previous evaluation period; AND
- The student appeals the negative progress determination at the beginning of the probationary period; AND
- The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; OR
- The institution develops an academic plan for the student that, if followed, will insure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for an individual student.

Students who do not achieve the minimum standards are no longer eligible for Title IV , HEA program fund, if applicable; Unless the student is on warning or has prevailed upon appeal of determination that results in the status of probation.

During the probation period, students are eligible to receive Title IV funds; however, you will be monitored monthly for improvement. Financial aid will not be disbursed if students are not maintaining Satisfactory Progress at the conclusion of the probationary period. Failure to re-establish could result in termination. The School Director/ Instructor will monitor students GPA at each evaluation period. All students will be advised by the School Director and/or instructors at the end of each evaluation period and periodically by the Financial Aid Director.

#### **APPEAL POLICY:**

A student has the right to appeal either unsatisfactory progress and/or termination due to unsatisfactory progress (See Appeal Policy).

A student may appeal the following actions or terminations:

- Unsatisfactory Academic Progress
- Attendance
- Termination from school
- Loss of Financial Aid due to Unsatisfactory Academic Progress

In all instances, the student must have sufficient reason for not meeting the requirements; i.e. death, or severe illness in immediate family, or other documentable mitigating circumstances as approved by the School Director and/or appeals committee.

In such cases, the School Director may grant the students' appeal if the student is making satisfactory progress towards a diploma despite the failure to conform to the standards of satisfactory progress. A student whose appeal is accepted will continue on probation until the next scheduled checkpoint.

The appeal process is as follows:

- The student **MUST** submit a letter in writing to the School Director
- The letter must be detailed stating the reason(s) for not making satisfactory progress and/or the mitigating circumstances for the appeal and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. . Examples for an appeal.
  - **Death; injury; illness other allowable special circumstances.**
- The letter must be received within (10) days of the termination date.
- A student may only appeal termination once during their enrollment period.
- The School Director shall evaluate the appeal and notify the student in writing of the decision.
- If the student's appeal is denied, the student may appear before the appeals committee.
- The committee shall provide written notice to the student of its decision within a reasonable time frame (5-10 days).
- The student may not attend classes while the appeal is pending.
- No refunds shall be made to the student until the final determination is made by the School Director and/or appeals committee. However, refunds to the Federal financial aid programs will be made in accordance with Department of Education regulatory requirements.

The decision of the committee shall be final documented in writing and stored in the students file.

#### **LEAVE OF ABSENCE OR TEMPORARY INTERRUPTION POLICY**

- Students will re-enter training after an interruption at the same status; i.e., satisfactory or unsatisfactory, as the status when the interruption began.

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. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation.

In order for an LOA to qualify as an approved LOA (if the institution elects to offer LOAs):

1. W Institute of Cosmetology requires all students requesting a leave of absence be submitted in advance in writing. Your request must include the reason for the LOA request, and include **YOUR SIGNATURE.**
  - a. W Institute of Cosmetology requires a student to apply in advance for a LOA unless unforeseen circumstances prevent **YOU** from doing so.  
**[For example, if a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance.]**
  - b. W Institute of Cosmetology may grant a LOA to a student who has not provided the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, *the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.*

- 1 The student must follow the institution's policy in requesting the LOA;
- 2 There must be a reasonable expectation that the student will return from the LOA;
- 3 Approval of the student's request for an LOA is in accordance with the institution's policy;
- 4 The institution may not assess the student any additional institutional charges as a result of the LOA;
- 5 The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12- month period.
- 6 A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time;
- 7 The institution must extend the student's maximum time frame and the 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;
- 8 At an institution that is not required to take attendance, if a student does not return to the institution at the expiration of an approved LOA (or a student takes an unapproved LOA), the student's withdrawal date is the date the student began the LOA. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always student's last day of attendance. (See the NACCAS Withdrawal and Settlement Policy and Checklist).

**COURSE REPETITIONS:**

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the college and will be considered to be making satisfactory progress at the point of re-entry. A student failing to meet minimum satisfactory progress requirements at the point of withdrawal will be placed on probation until the first scheduled evaluation. Incompletes; repetitions and non-credit remedial courses have no effect upon the institution's SAP standards.

**SPECIAL REQUIREMENTS:**

State funded Financial Aid programs have satisfactory academic progress policies that must be maintained in addition to the above. If students are receiving funds from those sources, the individual agency funding the student will inform the student of their requirements.

**TRANSFER STUDENTS:**

Students transferring into **W Institute of Cosmetology** from a school within the State of California must submit a record of withdrawal from the prior school. Earned hours, written and practical operations for prior training will be evaluated for credit. Students must provide an Official Academic Transcript for evaluation two (2) weeks prior to enrollment from their previous school. Accepted hours from transferred students will be accepted on an individual basis and will be counted as both attempted and completed hours.

Students with more than 800 hours (Cosmetology) and 200 hours (Esthetician/Cosmetician) and 100 hours (Manicuring) will be given an academic evaluation based on written and practical exams. Based on the examination results, the college may lengthen the duration of the training proportionately.

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### **POLICY - ALL PROGRAMS:**

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All students are graded in the following two main areas:

1. Written Exams and/or completed work projects;
2. Practical Operations: Work performed on mannequins and clients.

### **GENERAL REQUIREMENTS:**

Periodically, the School Director will meet with each student to discuss their progress towards a positive attitude, personal appearance, attendance, and grades.

The California Department of Consumer Affairs requires an accumulated score of 75% or higher to pass the State Board Exam. At **W Institute of Cosmetology**, we require a grade of 80% on each test (written and practical) or higher to ensure your success in passing the State Board Exam.

### **GRADING SCALES:**

Students are graded with the following percentile:

100% - 90%	=	A = 4 = Above Average
89% - 80%	=	B = 3 = Average
79% - 75%	=	C = 2 = Minimum Acceptable Level
74% - 64%	=	D = 1 = Below Minimum Acceptable level Unsatisfactory*
Below- 63%	=	F = 0 = Failing*

**\*NOTE:** Students with 74% and below grade point averages must meet the probationary requirements and standards in the Satisfactory Academic Progress policy in order to remain enrolled at **W Institute of Cosmetology**.

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### **MAKE-UP POLICY:**

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#### **THE FOLLOWING IS W INSTITUTE OF COSMETOLOGY REQUIREMENTS FOR MAKE-UP HOURS AND/OR TESTS:**

All required tests and all minimum practical skills operations must be completed prior to graduation. The College is open from 8:30 a.m. – 7:00 p.m. Student's that need to makeup missed hours will do so by arrangement with the school director, and will do outlines, study exams and take any missed exams as needed. The makeup time is purely education and no personal services are allowed. Unexcused Saturday hours cannot be made up on Tuesdays. **You must attend all Saturdays as per your contract.**

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High School students are required to attend school 1:00 p.m. to 7:00 p.m. Wednesday through Friday and 8:30 a.m. to 5:00 p.m. on Saturdays. High School students are required to attend **W Institute of Cosmetology** full time 8:30 to 5:00 pm when regular High School is not in attendance. This includes school holidays, breaks and summer vacation.

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# **GENERAL TERMS AND CONDITIONS**

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**W Institute of Cosmetology** has set out a complete description of the education the college will provide. The Enrollment Agreement outlines the expectations the student must adhere to.

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### **ATTENDANCE:**

The following schedules apply to all day programs:

**Full Time 40 hours per week**

**8:30 a.m. – 5:00 p.m. Tuesday through Saturday**

**Part Time 20 hours per week**

**8:30a.m. – 12:30 p.m. Tuesday through Saturday**

**Part Time 30 hours per week**

**8:30 a.m. – 2:30 p.m. Tuesday through Saturday**

**(HIGH SCHOOL PROGRAM ONLY) Part Time 20 hours.**

**1:00 p.m. – 5:00 p.m Tuesday and Friday**

**1:00 p.m. - 6:30 p.m. Wednesday through Thursday**

**Saturday 8:30 a.m. - 5:00 p.m.**

**ALL STUDENTS ARE REQUIRED TO ATTEND SATURDAYS.** When beginning your outside career in the real world, Saturday will become your most important work day. Start preparing now. If Saturdays are not a day you can commit to please do not sign a contract with W Institute of Cosmetology.

Students are required to maintain an 80% attendance. It is our hope that you will take the program seriously and attend at a much higher percentage.

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**COLLEGE CLOSING POLICY:** In case of bad weather or some unforeseen event, students should tune in to television Channel 2 which reports school closings. You may call the school to ask if the college is closing. A staff member will be at the school or an answering machine will contain a message regarding closure. If you are an out-of-town student, you are advised to stay home if roads are unsafe or you may come in later in the day, but YOU MUST advise the college of your plans.

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**HOLIDAYS OBSERVED:** Since most legal holidays fall on a Monday, there will be only a few days the college will be closed. The college is closed on New Year's Eve, New Year's Day, and Independence Day, Memorial Day, Labor Day, Thanksgiving (Thursday, Friday and Saturday), Christmas Eve, and Christmas Day. The college may declare additional days of closure for emergency or special reasons. Holy days of all religious beliefs are respected and observed.

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# **RULES AND REGULATIONS**

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STUDENTS ARE REQUIRED TO FOLLOW RULES OF CONDUCT THAT ARE TYPICALLY EXPECTED IN THE WORKPLACE. STUDENTS MAY BE PLACED ON PROBATION OR TERMINATED FOR VIOLATION OF THE COLLEGE'S PERSONAL CONDUCT RULES OR OTHER POLICIES, WHICH INCLUDE, BUT ARE NOT LIMITED TO: STUDENT DISHONESTY, USE OF PROFANITY, INSUBORDINATION, VIOLATION OF SAFETY RULES, USE OF ALCOHOL OR DRUGS ON SCHOOL PROPERTY, EXCESSIVE ABSENTEEISM, FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS, AND THE REFUSAL OF PARTICIPATING IN CLIENT SERVICES. THREE INFRACTIONS COULD RESULT IN TERMINATION. THE COLLEGE RESERVES THE RIGHT TO WITHDRAW OR EXPEL ANY STUDENT WHO DOES NOT MEET THE STANDARDS OR FOLLOW THE POLICIES AND RULES AND REGULATIONS OF W INSTITUTE OF COSMETOLOGY.

1. Day classes will start promptly at 8:30 a.m. Students who are absent for the day or do not arrive prior to the beginning of scheduled classes (8:30 a.m. or 5:30 p.m.) must call (925) 602-1040 and leave a message that includes your full name and expected time of arrival. Due to the disruption to the class that late arriving students cause when showing up late, students arriving after 8:30 a.m. will not be allowed to clock in until 9:30 a.m. Upon arrival the student is to report to the front desk before checking in with the floor instructor.
2. Students who do not graduate by the scheduled date on the enrollment agreement will be required to pay for the additional hours necessary to graduate at their current tuition rate.
3. After clocking in, you are required to be in your designated class. After class has been completed, you are required to maintain an applied effort on the clinic floor, or self-study activities, supervised by an instructor. Applied effort means: you are engaged in assigned clinical practice activities located on the clinic floor or self-study activities in the classroom. In all cases, your activities while on the time clock must be related to training for your course of study. Student services are allowed with prior approval from the school director and only with a permission slip. Student services are free except for chemical services which are provided at 50% of the cost. We request that all personal grooming of any type be done before attending any classes. Students leaving the building, fraternizing, reading magazines not related to your training or activity, or generally not participating in the course of study is unacceptable. You will be asked to stop such activity and/ or be requested to leave the premises for the day.

4. Students who are clocked in are either scheduled to attend theory classes or scheduled to perform operations on the clinic floor working on mannequins or clients.
5. Cheating on written examinations and/or clinical operations is cause for immediate termination from the program.
6. Students who refuse direction from the assigned instructor will be removed from the classroom or clinic floor, be sent home, and scheduled to see the School Director the next day.
7. Students are only allowed at the dispensary to receive supplies or retain equipment.  
In addition students must follow the "Station Rules:"
  - a. S.M.A. must be used with each new client
  - b. Soiled container and trash container must be in view at all times
  - c. All containers and bottles must be covered all times and LABELED according to content
8. Students must present their client ticket to the counter person when receiving supplies before beginning the service.
9. Only products and equipment assigned in the student kits are to be used on clients. Students will not accept or utilize products presented by clients. In some instances, clients with health issues will require use of their personal product. The floor instructor must approve the client's request and the front desk will provide the student with the product at the time of service.
10. Each laboratory operation and/or practice operation must be checked by an instructor prior to completion of each operation before you may receive credit. Upon the instructor's review of the operation, students will record credit on the Monthly Operation Sheet. The Bi - Monthly Operation Sheet will be recorded Bi-Weekly and credit will be reflected in your Satisfactory Progress report which is run monthly. The Bi- Monthly Operation Sheet should be left in your student mailbox each evening. It is your responsibility not to lose this sheet until it is recorded.
11. You must utilize the Operation Sheet. Please complete as many operations as you can for the day and record on your sheet. All operations, whether performed on a manikin or a client, have the same credit value. You must also record your daily theory hours on your sheet each morning and add all recorded credits, (theory and operations) and submit to the office every 2 weeks. Place in the provided box for recording.
12. Each student will be assigned sanitation duties in the lab and clean-up duties each evening before leaving for the day. Please clean up around your station after each client or procedure. You may be asked to assist in cleaning up areas that you may not have utilized during the day.
13. No student shall refuse a client. If you are ill and cannot work on the clinic floor, you must notify the School Director in writing and go home. If a student refuses to perform an assigned service, the student will immediately be sent to the School Director. Students who refuse a client will be given one warning. The second offense the student will be suspended for three days. The third offense will result in termination.
14. Students are only to provide the services listed/written on the client ticket. Additional services are encouraged; however, please consult with your clinic floor instructor before beginning your client service so that additional fees may be charged/collected.
15. Students may not leave the school during the day without permission from your Instructor except for lunch or breaks. There is student parking in the lot front of the building, beginning with available parking second row back.
16. All students are allowed one (1) ten (10) minute break; one in the afternoon. Students who are enrolled until 2:30 p.m. do NOT receive a lunch break. Students who are enrolled until 5:00 p.m. will take a lunch break at the designated times between 12:00 p.m. and 1:30 p.m. (students must sign in and out on the attendance log and punch in and out on the time clock). Everyone takes their lunch at the same time. However on occasion if you are still working on a client or get booked with a client during this time period you are allowed a late lunch, but you must sign out and advise the front desk and the floor instructor of such activity.
17. Only clients are allowed on the clinic floor. No other individuals (friends, relatives, or children) are allowed to remain on the clinic floor or in the lobby. A parent may remain on the floor while their child is receiving services.
18. STATIONS AND STORAGE:
  - a. All stations must be kept clean and neat.
  - b. Mirrors are to be cleaned with glass cleaner and station tops or style bars must be disinfected after each client.

- c. The entire area around each station must be swept each time after the client leaves the area.
- d. Students must have containers properly labeled for SOILED and CLEAN; the containers must be COVERED at all times.
- e. All soiled brushes, combs, etc., must be removed from each station after each client and placed in the DISINFECTANT CONTAINER located in the lab area.
- f. Most students will be given lockers and/or roll-about carts. Please keep all your supplies and personal belongings locked at all times.

19. STUDENT KITS:

- a. Each student is responsible for their kit and belongings.
- b. The college is not responsible for the student kits or personal belongings which are left at the college.
- c. If you lose any components of your kit during the course of your enrollment, you must replace the lost or stolen items immediately.

20. GOSSIP AND DISCORD

Any student that gossips and or causes discord within the school or makes any unfounded allegations will be dismissed immediately from the program without warning.

21. STUDENT SPECIFIC RULES:

**(Any infraction will result in students being immediately clocked out and sent home for the day.)**

- c. No smoking in or around the college. Please respect the businesses next to us. Upon Notification by vendors of problems with students could result in students not being able to leave the building during break or lunch period.
- d. Coffee and drinks are allowed in theory class only. Only water is permitted on the clinic floor.
- e. No gum, food or drinks (other than bottles of water) are allowed on the clinic floor. All other drinks and all types of food are allowed in the student lounge.
- f. No gum chewing in the building.
- g. No stealing. Theft is grounds for immediate termination.
- h. Damage to college property is grounds for immediate termination
- i. No cell phones are allowed in the college; nor any earphones, iPods, headsets, Bluetooth technology or any other accessories are not allowed. No text messaging allowed. Leave your phone at home or in your locker. If there is an emergency, family and friends can reach you by calling in to the reception desk. Students who are caught with cell phones or seen with a cell phone on the clinic floor and/or in classrooms will have their phone taken away for the remainder of the day and will be suspended for the following day. If caught talking on a cell phone in the classroom or on the clinic floor, the student will be suspended for three (3) days.
- j. No sunglasses are allowed to be worn in school.
- k. Please keep tattoos and piercings to a minimum.
- l. No facial piercings allowed.
- m. No profanity, rude or loud language at any time.
- n. No loitering visitors (friends, family, etc.) on the clinic floor or classrooms during college hours.
- o. All Chemical services are half price.
- p. Professional conduct is expected from all students at all times.
- q. Respect for instructors and each other is mandatory. Instructors have the authority to write up and/or send a student home for the day for failure to follow any rules.
- r. Student conflicts will result in ALL parties involved being clocked out for the day as a cooling off period. The situation will be discussed in the office the next day.
- s. Once a student has clocked out they must leave college premises including the parking lot. No loitering is permitted.
- t. No students are allowed to sit around and read the magazines that are provided for our clients use.

**22.W Institute of Cosmetology** reserves the right to add or change the rules and regulations and will provide notification to students.

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# UNIFORM DRESS CODE

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STUDENTS MUST FOLLOW THE **W Institute of Cosmetology** DRESS CODE AT ALL TIMES!

Specific uniform requirements are issued to each student prior to class start. The required uniform includes the following:

- Solid Black or white blouse or shirt
- All students must wear solid black slacks or skirts at a minimum of knee length – neat and hemmed.
- Cosmetology students must wear black aprons at all times.
- Esthetician/Cosmetician students must wear white smocks at all times.

Students may not wear the following:

- Coats, jackets, jackets with hoods, etc., cannot be worn over or under the apron.
- No prints, written messages, pictures, etc., will be allowed on the T-shirts, aprons.
- No jeans, Denim, Cords or levis.
- Aprons must be worn closed (buttoned, snapped, or zipped up) in front.
- **YOU MAY NOT REMOVE YOUR APRON DURING SCHOOL hours or while clocked in.**
- **No Jeans, SHORTS, SHORT SHORTS, NO BRAS, NO UNDRWEAR SHOWING NO ARM PITS.**
- No sweats and body piercings' must be removed during school hours and tattoos covered.

ALL STUDENTS MUST FOLLOW W INSTITUTES DRESS CODE POLICY. You must be kept clean and neat. Shoes must be kept polished and clean. Students must keep nails clean, hair clean and combed, and be free of body odors. Makeup, if worn, must be applied correctly prior to arriving at school. No hats, visible undergarments, exposed body parts or inappropriate dress. Students not in proper dress code will be clocked out and sent home. Repeated offenses will result in a three day suspension.

## STUDENTS MUST BE IN UNIFORM BEFORE CLOCKING IN.

**W Institute of Cosmetology** is a vital part of your training as you ARE NOT ONLY LEARNING BEAUTY, BUT SELLING BEAUTY. Your personal appearance can mean the difference between success and failure! As you know, people make a visual decision or **FIRST IMPRESSION** in the first five seconds upon meeting you. This can either mean that you've gained their confidence, or the client will be apprehensive and doubt your ability as a stylist, Esthetician/Cosmetician or Manicurist.

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# STUDENT SERVICES AND POLICIES

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ADMINISTRATION

ADMISSIONS

FINANCIAL AID

STUDENT SERVICES

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Pre-admission Orientation appointments are offered daily Monday through Friday.

The School Director's Office is open daily from 10:00 a.m. to 4:00 p.m. by appointment. Saturdays are reserved for Enrolled Students.

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## LEAVE OF ABSENCE (LOA) POLICY:

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Students may request a leave of absence not to exceed 180 days within a twelve month period. The request must:

- be in writing (use LOA form) obtained from office;
- have beginning and ending dates;
- state the reason for the leave and the LOA
- Must be made in advance whenever possible.

Please note the following stipulations:

- No LOA will include previously missed days, unless the student/immediate family member is hospitalized.
- The LOA will not reduce the program completion requirements.
- The LOA will not be considered in determining the amount of elapsed time for refund calculations or maximum time frame.
- Your LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12- month period.
- Medical, Military or Jury Duty leaves do not have to be 180 consecutive days, but may be granted at different intervals within the 12-month period.
- No LOA will be granted if there is not a reasonable expectation that the student will return.
- A student, who is not meeting satisfactory progress standards when the leave begins, will remain in unsatisfactory status upon returning for the remaining portion of the probationary period.
- A student who does not return from the leave will be terminated.

Documented extenuating circumstances may be presented to the School Director in writing. The School Director will determine if the extenuating circumstance is an acceptable reason for an LOA. However, the LOA must be longer than 14 consecutive school days.

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## TRANSFERABILITY OF CREDITS/UNITS

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**W Institute of Cosmetology** does not offer or convert course hours to CREDITS/UNITS. Therefore, any program offered at the college will not be transferable to any other college or university. For example, if you entered our college as a freshman, you will still be a freshman if you were to enter into another college or university. In addition, if you earn a degree, diploma, or certificate in our programs, in most cases credit will not be given toward a higher level degree at another college or university.

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## HOUSING

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**W Institute of Cosmetology** does not offer student housing assistance.

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## DISCLAIMER STATEMENT

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In accordance with the provisions of Title VI of the CIVIL RIGHTS ACT OF 1964, **W Institute of Cosmetology** does not discriminate on the basis of race, religion, creed, sex, age, color, handicap, ethnic origin, national origin, marital status, sexual orientation, or parental status.

However, **W Institute of Cosmetology** reserves the right to deny admission to any person it believes does not have the ability to benefit from the training offered at this college.

**W Institute of Cosmetology** reserves the right to revise or amend any of the items contained within this document without prior notice.

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## **STUDENT BOOKS/EQUIPMENT/SUPPLIES**

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Upon entering the college, each student will be issued books and equipment. While in training, each student is responsible for their own tools/equipment issued to them. As the student progresses with training, any lost equipment needed must be repurchased by the student. It is NOT the college's responsibility to keep track of student kits and their content once they have been issued.

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## **TARDY POLICY**

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Three (3) tardies equal one (1) absence. Students who arrive after 8:30 a.m. are considered tardy and MAY not clock in until 9:30 a.m.

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## **ATTENDANCE POLICY**

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The importance of punctuality and good attendance will be stressed to students. The importance of creating a good attendance habit for later employment cannot be overemphasized. Many employers request attendance records when checking references. Your attendance in college may make the difference in whether you get the job you want or the one you have to settle for.

The college makes every effort to accommodate students in their ability to attend college while continuing to work to pay for educational and personal expenses. Therefore, full and part-time enrollment satisfactory attendance is defined as 80% monthly scheduled attendance. Scheduled attendance is defined as the hours per week the student has contracted for on their Enrollment Agreement.

If, at any time, you know in advance that you will be absent for personal reasons, you must receive prior approval from the School Director. Use "Notes to Lyn" placed on the clip board by the main office. Record your message, signature, record your student number, and please be specific as to the nature of your request. Please deliver to the school Director by placing the message in the office door mail box. School Director will inform you of approval or denial of your request.

Fourteen (14) consecutive calendar days absent, without contact by the student with the School Director, will be grounds for an automatic termination.

Students who are late or absent will be expected to call the college by or before 8:30 a.m. Three (3) absences in any month or 3 Saturday absences over the course of your contract may be cause for termination from school. Upon return from an absence, immediate disciplinary action will be taken. Above penalties may, at the school director's discretion, be waived if the student brings in a doctor's excuse due to illness while absent OR if the student arranged the absence in advance with the School Director.

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## **TIME CLOCK POLICY**

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The California Department of Consumer Affairs requires that a time clock be used to document a student's hours of attendance. As a result, **W Institute of Cosmetology** can only allow clocked in hours to students who record their attendance by using the college's official time clock to punch in and out at the at arrival, breaks, lunch periods, and departure. In addition, we require that each student sign in and out upon arrival and departure from the college.

Students are required to clock in upon arrival each day; clock out and back in for each scheduled lunch period, and out when leaving the building for the day. 10 minute breaks you are required to clock out. Failure to do so will result in lost hours.

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## **ADVISING**

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All students are advised on an individual basis regarding progress, attendance, conduct, grades, personal requests, career planning, and any other area of concern to student or staff. Students will be evaluated on an individual basis at the end of each checkpoint. Evaluations may also be obtained through faculty referrals or by request from students. Any student needing advisement in areas not pertaining to their education, may request information on agencies from the School Director's office.

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## **EMPLOYMENT ASSISTANCE/ PLACEMENT**

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Placement assistance is provided to graduates and students at no additional cost. However, the college does not guarantee placement or employment. The college does not use placement rates as an enticement for prospective students. Nevertheless, our primary goal is to provide specialized training that prepares graduates for employment in the Cosmetology and Esthetics profession and its related fields and for licensure from the California Department of Consumer Affairs. The staff works with salon owners and

employers to provide graduates an opportunity to become gainfully employed upon completion of their program. Placement assistance will begin in the last 30-60 days of training.

W Institute of Cosmetology does not guarantee placement.

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## **FACILITIES**

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**W Institute of Cosmetology** is conveniently located close to public transportation, shopping, and recreation. The College atmosphere provides an ideal environment for learning the profession of Cosmetology and its related fields. The College, with its well equipped classrooms and clinic areas, is over 6,540 square feet. Classrooms for theory and demonstration are separate from the facial room and main clinic. Audio-visual equipment is used to enhance daily lectures. Demonstrations are periodically given by industry leaders and guest speakers. A library is provided to help students discover the newest techniques, as well as techniques of the past. A student lounge is provided for students for breaks and lunch. The spacious clinic floor has 50 salon type stations and the equipment available includes: manicure stations, dryers, facial beds, facial electrodes, thermal irons, stoves, and non-electric curling irons. Handicapped parking, ramp, and restrooms are available. The College is wheelchair accessible.

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## **WITHDRAWAL POLICY**

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Students, who withdraw from the program, must contact the School Director informing her of your decision. You must then meet with the Financial Aid Director to discuss your responsibilities regarding any financial aid, tuition, and/or student loans. See refund policy for more detailed information.

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## **STUDENT RECORDS/ FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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The Federal Right of Privacy Act (FERPA) of 1964 allows all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the school to maintain these records for no more than a five-year period. Students may request a review of their records by writing to the Director of the College. All such reviews will be scheduled during regular school hours under appropriate supervision. **W Institute of Cosmetology will provide access to all students and or parents/guardians of a dependent minor students and other school records to its Accrediting agency of HEA with a 24 hour request.**

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## **COMPLAINT PROCEDURE**

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Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance, addressed to the School Director, must be received from the student within 48 hours after the incident occurred. The director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the school director will call a grievance committee hearing within 24 hours of receipt of the report. Such committee will include the director, instructor and/or appropriate staff member. In addition, all persons involved with the incident must be present at the time of the hearing. The committee will immediately meet in the absence of those involved to review the evidence and vote on a decision. The decision of the committee will be communicated immediately. If the decision is unacceptable the student must, within 24 hours of the hearing, send copies of all documents and a cover letter explaining why the decision is unacceptable.

Unresolved complaints may be directed to the: The California Department of Consumer Affairs, Consumer Information Division, 1625 North Market Blvd., Suite N112, Sacramento, CA 95834, phone (800) 952-5210.

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# CANCELLATION AND REFUND POLICIES

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## **Buyer's Right to Cancel**

1. A student has the right to cancel his or her agreement for a course of instruction, without any penalty or obligations, until midnight of the fifth business day on which he or she attended his or her first class. Business day means a day on which the student is scheduled to attend a class session. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a refund for the part of the course not taken.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: W Institute of Cosmetology, 4330 Clayton Road Suite E, Concord, CA 94521. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. Each student will be given two Notice of Cancellation forms to use upon enrollment, but any written notice may be used.
5. If the Enrollment Agreement is cancelled by midnight of the fifth business day on which the student attended his/her first class (business day is a day on which a student is scheduled to attend a class session), the school will refund the student any money he/she paid and less any deduction for equipment not returned in good condition within 30 days after the notice of cancellation is received.

**REMEMBER THAT YOU MUST CANCEL IN WRITING.** You do not have the right to cancel by telephoning the school or by not coming to class.

## **Withdrawing from a Program after the Fifth (5<sup>th</sup>) Day of Class**

You may withdraw from the school at any time after midnight of the fifth business day your first class has met and receive a pro rata refund. If a student withdraws after five (5) business days following the first day of class, the student is entitled to only a partial refund. The student has the right to withdraw from school at any time and receive a refund for that part of the program not taken for which the student has paid. The amount of that refund is to be "pro-rated" according to the not completed portion of the program less the cost of any equipment returned in good condition (good condition does not include equipment that: seal is broken, log-on occurred, or is marked or damaged in any way) and a registration or administration fee not to exceed \$150.00. The refund is to be paid within thirty (30) days of withdrawal; a notice of refund will also be sent to the student within 10 days of the day on which a refund is made.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment as provided in this agreement.
- The student has failed to attend class for a three-week period.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of the three-week period.

## **Hypothetical Refund Example**

The following table outlines the refund due based on percentage of training completed, assuming you paid the following:

Total Contract	Fewer Fees for Registration	Less Supplies	Tuition Fee		
\$17,300.00	\$75.00	\$1,225.00	\$16,000.00		
% Completed:	10%	25%	50%	60%	80%
Refund Due:	\$14,400.00	\$12,000.00	\$8,000.00	\$6,400.00	\$4,000.00

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded.

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 the benefits received, and any remaining amount shall be paid to the student.

Veterans: A refund of the unused portion of fees, tuition, and other charges will be made to veterans or eligible persons who fail to enter or complete the course as required by the regulations of the Department of Veterans Affairs. No more than \$10 of the registration fee will be retained if a veteran or eligible person withdraws before the end of the course.

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## STUDENT RIGHTS

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1. You may cancel your contract for school without penalty or obligation on the fifth (5) business day following your class session as described in the Notice of Cancellation which was provided to you during the enrollment process. Read the Notice of Cancellation Form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation Form, ask the school for a sample copy.
2. After the end of the cancellation period, you also have the right to stop school at any time. You have a right to receive a refund for the portion of the course not taken; your refund rights are described above and in your enrollment contract. If you have lost your contract, please ask the school for a copy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Department of Consumer Affairs at the address listed below for more information.
4. If you have complaints, questions or a situation you can not work out with the school, you may call or write.

Department of Consumer Affairs  
1625 North Market Blvd. Suite N112  
Sacramento, CA 95834  
800-952-5210

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## TERMINATION POLICY

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The students' enrollment may be terminated at the election of the School Director, if the student's academic progress, behavior, absences, or tardiness does not conform to the requirements or rules and regulations of this school (as stated in this catalog). In the event of a termination, the extent of the student's tuition obligation will be in accordance with the School's refund policy. VA students will be charged \$10.00 for a non-refundable fee for registration upon withdrawal or termination, in accordance with the Code of Federal Regulations Section 21.4255 (100 percent pro-rata refund policy).

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## FINANCIAL AID PROGRAMS

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### PHILOSOPHY

W Institute of Cosmetology believes the primary responsibility for financing your education rests with you and your family.

The college will attempt to assist you in meeting the direct educational costs of attending college.

W Institute of Cosmetology believes that equal access to education should be provided to all applicants regardless of race, religion, creed, sex, age, color, handicap, ethnic origin, national origin, marital status, sexual orientation, or parental status.

### SATISFACTORY ACADEMIC AND ATTENDANCE POLICY

In order to maintain eligibility for all types of financial aid, students must meet satisfactory academic and attendance requirements.

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# INDIVIDUAL FINANCIAL AID PROGRAMS

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## *IN-SCHOOL PAYMENTS:*

Students must make monthly payments on the balance. The financial aid office will help you set an individualized monthly payment plan that will fit with your financial resources and situation.

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## *VOCATIONAL REHABILITATION:*

VR is a state funded program. Eligible students are selected by VR. Interested students should contract the local office for further information. Specific requirements must be met and students are tested for aptitude to find the specific field of study in which s/he would most likely succeed.

**VETERANS:**

VA benefits are funded by the Department of Veterans Affairs. Students who have current or prior military service or those who may qualify under the previous G.I. Bill because of a parent's military service should contact VA at 1-888-442-4551 for further information, determination of eligibility, and appropriate forms. Some programs of instruction may not qualify for VA benefits.

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# **VETERAN'S POLICY STATEMENT 2004 ADDENDUM**

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**Evaluation of Previous Education and Training: 38 CFR 21.4254(c) (d)**

**W Institute of Cosmetology will conduct an evaluation of all previous education and training of the Veteran or eligible person, grant appropriate credit, shorten the duration of the training course proportionately, and notify the student and the Department of Veterans Affairs accordingly.**

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(Signature of College Official)

(Title)

(Date)

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# CODE OF ETHICS

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**W Institute of Cosmetology operates under the following code of ethics.**

- The college provides its students and patrons of the college with qualified instructors that provide quality instruction as well as service.
- The college strives to maintain and provide the most up-to-date instruction and knowledge so that the college will provide the most current techniques in Cosmetology and Esthetics.
- The college observes all rules and regulations issued by the Department of Consumer Affairs and Health Departments.
- The college participates and attends educational conferences and seminars in order to stay current with the Cosmetology and Esthetics Professions.
- The college makes use of a variety of teaching techniques and training aids, such as textbooks, workbooks, films, videos, and other audio and visual aids, in order to provide the best possible training for its students.
- The college strives at all times to be honest and fair with its students, patrons, and affiliated agencies.
- The college prides itself on providing quality equipment and supplies to be used for the instruction of our students.
- The college provides the most accurate and truthful representation to its students and patrons.
- The college and its representatives refrain from any criticism towards other institutions of higher learning and the Cosmetology or Esthetics profession.

