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American Beauty Academy

School of Cosmetology

CATALOG

July 1st 2012 through June 30th 2013

558 Main Street
Brawley, CA 92227-2424
(760) 344-0445
Administration (760) 344-6560
www.americanbeautyacademy.com

TABLE OF CONTENTS

INTRODUCTION / MEMBERSHIPS / CERTIFICATION APPROVALS / APPROVAL DISCLOSURE STATEMENT.....	3
ADMINISTRATION / FACULTY / QUALIFICATIONS.....	4
EDUCATIONAL OBJECTIVES / NON-DISCRIMINATION / RECORD RETENTION / INSTRUCTIONAL LANGUAGE / REQUIREMENTS OF ADMISSION / CREDIT FOR PREVIOUS TRAINING / COUNSELING AND STUDENT SERVICES / PRACTICAL HOURS RECORD KEEPING.....	5
CURRICULUM: COSMETOLOGY - COURSE OUTLINE - EDUCATIONAL OBJECTIVE.....	6
CURRICULUM: ESTHETICIAN - COURSE OUTLINE - EDUCATIONAL OBJECTIVE / CURRICULUM: MANICURING - COURSE OUTLINE - EDUCATIONAL OBJECTIVE.....	7
CURRICULUM: INSTRUCTOR TRAINING - COURSE OUTLINE - EDUCATIONAL OBJECTIVE / INSTRUCTIONAL SCHEDULES.....	8
GRADUATION REQUIREMENTS / EXAM REQUIREMENTS / COMPLAINT / GRIEVANCE PROCEEDURE / DROP OUT POLICY / CAREER OPPORTUNITIES / PLACEMENT ASSISTANCE.....	9
GRADING METHODS AND REPORTS / SCHOOL DRESS CODE / TUITION / TERMS OF PAYMENT / SCHOLARSHIPS.....	10
TUITION REFUND TABLE / FINANCIAL AID PROGRAMS / STUDENT TUITION RECOVERY FUND / NOTICE OF STUDENT RIGHTS.....	11
AMERICAN BEAUTY ACADEMY NOTICE OF REFUND / WITHDRAWAL REQUEST / NOTICE OF STUDENTS RIGHTS.....	12
RULES AND REGULATIONS / STUDENT PRIVACY AND RIGHT OF ACCESS.....	13 ,14
DRUG AND ALCOHOL POLICY.....	15
ATTENDANCE AND ABSENCE POLICIES / SATISFACTORY PROGRESS REPORT.....	16
SATISFACTORY ACADEMIC PROGRESS.....	17

INTRODUCTION / MEMBERSHIPS / CERTIFICATION APPROVALS

We at the American Beauty Academy would like to introduce our students to the wonderful and exciting world of beauty, hair design, and the special world of education offered by our school of cosmetology. The beauty and hair world is bigger than ever, and the need for creative, well-trained designers is growing very necessary for real success. If this is your goal, then this may be the field for you.

The beauty industry is the second largest industry in the U.S. Conditions like energy crunches and other shortages of material are unlikely to affect this field. You are selling the skill of your hands, creativity, knowledge and experience as well as your own personality and good will.

Your personal efforts bring immediate results. No one can take credit for your work and this gives you considerable freedom and independence. New fashions and methods rescue the professional from the boredom of routine jobs and cosmetology is always changing.

Even though cosmetology changes, beauty remains ever desirable. More than half the population is women, all seeking to look their best. Men are also seeking fashion after a decade of regimentation in hairstyle and dress. There are as many high paying and specialized positions in the industry for men as there are for women.

Opportunities are great to work, serve, and create, because of the size of the beauty industry, and the demand.

MEMBERSHIP CERTIFICATION AND APPROVAL TO OPERATE GRANTED BY:

State of California Department of Consumer Affairs
Barbering and Cosmetology
400 R St., Ste #4080
P.O. Box 944226
Sacramento, CA 95814-6240

American Beauty Academy is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. 2535 Capitol Oaks Dr. #400, Sacramento, CA 95833.

Disclosure: This institution has NO pending petition in bankruptcy, is NOT operating as a debtor in possession, and has NOT filed a petition within the proceeding five years, or has NOT had a petition in bankruptcy filed against it within the proceeding five years that resulted in reorganization under Chapter 11 of the U.S. Bankruptcy Code.

APPROVAL DISCLOSURE STATEMENT

AMERICAN BEAUTY ACADEMY, 558-560-570 Main St. Brawley, California 92227, was granted institutional approval from the Bureau for Private Post-Secondary and Vocational Education pursuant to California Education Code Section 94915. The Bureau's approval meant the institution and its operation had been found to be in compliance with minimum state standards and did not imply any endorsement or recommendation by the state or by the bureau.

Approved courses are:	Cosmetology	1600 Hours
	Esthetician	600 Hours
	Manicuring	400 Hours
	Instructor Training	600 Hours

Instruction is in residence with facility occupancy level accommodating 115 students at any one time.

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying that fact.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss the personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. Programs through county or state agencies may be available to pay for portions of tuition and fees.

The following State Board, Bureaus, Departments or Agencies set minimum standards for your program of study:

STATE BOARD OF BARBERING AND COSMETOLOGY. The minimum number of class hours and the total clock hours for each course as outlined in the State Board's Rules and Regulations booklet must be met to qualify the student for licensure. The minimum number of class hours and the total clock hours for each course as outlined in the State Board's Rules and Regulations booklet must be met to qualify the student for licensure.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for any further action may be made to Jeannie Jongeward, (School Director).

State of CA Dept. of Consumer Affairs, Barbering and Cosmetology
400 R St., Ste #4080, PO Box 944226, Sacramento, CA 95814-6240

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Initials _____

ADMINISTRATION / FACULTY / QUALIFICATIONS

THE FACULTY, INSTRUCTORS AND STAFF ARE AS FOLLOWS:
SCHOOL STAFF:

School (Director)	Years Experience 13	Jeannie Jongeward
Head Instructor ..	Valid Cosmetology License, 7 years.....	Vanessa Herrera
Instructor	Valid Cosmetology License, 26 years	Julie Turner
Instructor	Valid Cosmetology License, 27 years.....	Terry Cardenas
Instructor	Valid Cosmetology License, 20 years.....	Martha Castro
Instructor.....	Valid Cosmetology License, 8 years	Irene Matthews
Admissions	Laurie Jongeward
Registrar Records	Twyla Bennett, Laurie Jongeward
Placement Coordinator	Jeannie Jongeward
Accounts Manager	Margaret Singh
School Receptionist	Twyla Bennett
School Custodian.....	Mary Lopez
School Maintenance.....	Brian Peck

INSTRUCTOR / STAFF QUALIFICATIONS:

All instructors possess valid Cosmetology Licenses, Instructor’s Licenses, and/or Certificates of Authorization, or have applied for said Certificate.

SCHOOL ADDRESS:

AMERICAN BEAUTY ACADEMY
558 Main St.
Brawley, CA 92227-2424
(760) 344-0445 Administration (760) 344-6560

SCHOOL LOCATION - ALL CLASSES ARE TAUGHT AT THIS LOCATION

American Beauty Academy is located at 558, 560, 570 and Administration Office at 580 Main St. in the downtown commercial shopping area of Brawley, CA.

SCHOOL PHYSICAL & SCHOOL CAPACITY:

The school consists of a large freshman classroom and handicap restrooms for men & women. A large clinic area, reception area, manicuring area, aesthetics room, manager’s office, a second large classroom, student store, registrar office, teachers office, 2 lunch rooms, and outdoor covered patio areas. The school can accommodate 104 students.

SCHOOL PARKING:

Within 300 feet behind the school, the students will find over 150 convenient parking spaces. Within a few block radius of the school there are eating establishments to choose from.

HOUSING:

Affordable rental housing is available within approximately 1 mile of the school. (Student housing is not included in the tuition fee).

AREA:

The City Plaza Park is less than one block from the school. Located within the park are the following: City Library, City Offices, Post Office, and Police Station.

Student Initials _____

EDUCATIONAL OBJECTIVES / NON-DISCRIMINATION / RECORD RETENTION / INSTRUCTIONAL LANGUAGE

EDUCATIONAL OBJECTIVES:

The educational objectives of our training programs are the following:

Educate students to be professional, knowledgeable and skilled Cosmetologists, Estheticians and Manicurists for marketability within the industry.

Maintain programs that are constantly updated so students will have complete knowledge to compete in the field of Cosmetology.

Promote the continuing educational growth of the faculty and students, using current teaching methods and techniques of the highest quality.

Teach courtesy and consideration as the foundation of a successful career in Cosmetology and the beauty industry.

Prepare the student to successfully pass the State Board Exam for State License and employment.

Prepare students to be salon ready upon completion and graduation with skills to manage, own or work in a salon.

NON-DISCRIMINATION POLICY: This institution, in its admission, instruction and graduation policies, practices no discrimination on the basis of race, creed, religion, sex, financial status, and country, area of origin or residence, or marital status.

RECORD RETENTION: This institution maintains current records for a period of not less than five years at its principal place of business within the State of California, which are 558, 560, 570 & 580 Main St., Brawley, California.

INSTITUTIONAL LANGUAGE: This institution does NOT offer English-as-a-second language instruction. Some instructors may speak Spanish. Some books and some exams may be available in both English and Spanish.

Our instructors are fluent in both English and Spanish. Prospective students must be able to understand very basic English to communicate with other students, clients, and staff. When enrolling a student, staff will determine if a prospective student can speak and understand enough English to benefit from the course. American Beauty Academy does not offer language services to students, however, the majority of our students do speak English and Spanish, and volunteer to help translate for students limited in English. The cosmetology books are available in Spanish to help those limited in English. Many students limited in English when they begin the course, end up speaking quite good English by the time they finish the cosmetology course of 1600 hrs. Many students purchase both English and Spanish books to help them become more proficient in reading and speaking English and Spanish.

Theory instruction at American Beauty Academy is in English, but clarification is explained in Spanish if needed by the instructor or other students.

REQUIREMENTS OF ADMISSION / CREDIT FOR PREVIOUS TRAINING / COUNSELING SERVICE / PRACTICAL HOURS RECORD KEEPING

REQUIREMENTS FOR ADMISSION:

Regular students are those of either sex who are beyond the age of compulsory attendance in the State of California (17 years of age), who are of good moral character and of temperate habits, who have completed the 10th grade in the public schools of this state or its equivalent, General Education Development (GED) certificate, & over the age of 17 and have the ability to benefit from the training. Secondary education is acceptable. The ability to benefit from the training will be determined by taking and passing an entrance examination, a personal interview, and any other criteria that might be appropriate on an individual basis. In addition to those students enrolling under the ability to benefit testing, all prospective enrollees must take and pass an entrance (ATB) prior to class start.

CREDIT FOR PREVIOUS TRAINING:

NOTICE CONCERNING TRANSFERABILITY OF CREDITS EARNED AT OUT INSTITUTION-The transferability of credits you earn at (American Beauty Academy) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (name of institution) to determine if your (credits or degree, diploma or certificate) will transfer.

Students who have had prior training outside the state of California must furnish proof of the number of hours of training to the State Board of Cosmetology and to the school. The State Board of Cosmetology will evaluate the training, and assign the number of hours of credit to be granted. Students with prior training in the state of California must furnish proof of that training to the school they wish to re-enroll in. The school may accept transfer students under certain conditions, and only after an interview and review of student transcripts. This institution will conduct an evaluation of all previous education and training in the course to be pursued of the veteran or eligible person, shorten the duration of the training course proportionately, and notify the veteran and VA accordingly.

COUNSELING AND STUDENT SERVICES: This school maintains an active counseling service. Any student who needs personal or educational counseling is advised to make an appointment with the office for help or referral. The school provides books and videos in house, help with resumes, ability to return after graduation for more help and experience at no charge to students. We will help graduates with advertising and job placement.

RECORD KEEPING: Student practice and classroom hours are recorded daily on individual time cards. All work is reviewed and signed by an instructor on a daily basis. Practical hours & operations are recorded daily on the time cards. Student progress records are distributed monthly and if specifically requested and approved, may be issued on a one-time basis at time of request.

STUDENT IDENTIFICATION: All students are required to wear an American Beauty Academy name badge at all times, with student name, photo, and assigned student number, at all times while on school property.

STUDENT HOUSING: No assistance is provided to find housing for students by American Beauty Academy.

CURRICULUM: COSMETOLOGY - COURSE OUTLINE - EDUCATIONAL OBJECTIVE

The objective of this course is to prepare you to take & pass the State Board Exam & become licensed. The Cosmetology course of instruction consists of 1,600 clock hours, or 40 weeks. The first 440 hours are devoted to classroom workshops, where you will learn design principles, technical information and professional practices. The remaining 1,160 hours are spent on the clinic floor, where you will gain practical experience. You will learn infection control, anatomy, skin & nail structure & growth, properties of hair & scalp, and the basics of chemistry & electricity. You will also learn the principles of hair design, haircutting, styling, chemical services, hair coloring, manicuring, pedicuring, acrylic nails, skin diseases & skin care. Here you have the opportunity to put your talents into practice as you work with paying clientele under the close supervision of your instructors. The following is a list of the State of California requirements for technical and practical criteria.

<u>Subject Areas:</u>	<u>Minimum Hours of Technical</u>	<u>Minimum Practical Operations</u>
WET HAIRSTYLING.....	25	200
THERMAL HAIRSTYLING.....	25	40
PRESS AND CURL.....	20	20
PERMANENT WAVING.....	20	80
CHEMICAL STRAIGHTENING.....	20	25
HAIRCUTTING.....	20	80
HAIRCOLORING.....	40	50
BLEACHING.....	40	20
SCALP AND HAIR TREATMENTS.....	5	20
FACIALS - MANUAL.....	5	10
FACIALS - ELECTRICAL.....	10	15
FACIALS - CHEMICAL.....	10	15
EYEBROW ARCHING & HAIR REMOVAL.....	10	20
MAKE - UP.....	15	10
WATER & OIL MANICURE.....	5	15
COMPLETE PEDICURE.....	5	10
ARTIFICIAL NAILS - ACRYLIC LIQUID POWDER & BRUSH ON.....	10	50 NAILS
ARTIFICIAL NAIL TIPS.....	10	50 NAILS
NAIL WRAPS & REPAIRS.....	5	20 NAILS
COSMETOLOGY ACT, BOARD RULES & REGULATIONS.....	20	
COSMETOLOGY CHEMISTRY.....	20	
HEALTH AND SAFETY.....	20	
THEORY OF ELECTRICITY IN COSMETOLOGY.....	5	
DISINFECTION AND SANITATION.....	20	10
BACTERIOLOGY, ANATOMY AND PHYSIOLOGY.....	15	
EMPLOYMENT TRAINING.....	10	

Books used for this course are: Milady Text book, Milady Theory Workbook, Milady Practical Workbook, Milady Exam Review Book, American Beauty Academy Pictorial, and National & State Testing for Cosmetology, (Zain Irone Publishing Co.) **NOTE: THE REMAINING 852 HOURS INDICATES THE MAXIMUM TIME STUDENTS HAVE TO COMPLETE THE MINIMUM REQUIRED PRACTICAL OPERATIONS & ACHIEVE THE EDUCATIONAL OBJECTIVES FOR THE COURSE**

NOTE: The school provides sufficient supplies and informational material to each student during their course of study to reinforce their learning. Such materials are issued based on instructional subject areas. Videos, etc. are available during school hrs. for students to reinforce learning objectives. Equipment used is hair dryers, scissors, clippers, flat iron, razor, perm rods, wet set curlers, combs, brushes, wax pots, Marcel ovens & all equipment used by the manicuring

CURRICULUM: ESTHETICIAN - COURSE OUTLINE - EDUCATIONAL OBJECTIVE

The objective of this course is to prepare you to take & pass the State Board Exam & become licensed. The skin care course of instruction consists of 600 hours or 15 weeks of classroom and clinic area experience. You will learn skin diseases & disorders, hair removal, facials, facial makeup, skin structure & growth. You will also learn the basics of chemistry & electricity & safety. You will work on clients in the clinic facial room, under instructor supervision. The following is a list of requirements per the California State Board of Cosmetology that must be met during the course of study. Books used for this course: Milady Esthetician Standard Textbook, Milady Exam Review Book, and American Beauty Academy Esthetician Study Guide.

<u>Subject Areas:</u>	<u>Minimum Hours of Technical</u>	<u>Minimum Practical Operations</u>
BARBERING AND COSMETOLOGY ACT.....	10	
COSMETICIAN CHEMISTRY.....	10	
HEALTH & SAFETY/HAZARDOUS SUBSTANCES.....	20	
ELECTRICITY.....	10	
DISINFECTION & SANITATION.....	10	
BACTERIOLOGY/ANATOMY/PHYSIOLOGY/SKIN ANALYSIS AND CONDITIONS..	15	
FACIALS - MANUAL.....	20	40
FACIALS - ELECTRICAL.....	30	60
FACIALS - CHEMICALS.....	20	40
EYEBROW ARCHING AND HAIR REMOVAL		
TWEEZERS.....	5	10
WAXING.....	20	10
MAKE-UP.....	20	40
ADDITIONAL TRAINING.....	30	40
JOB SEARCH TRAINING.....	10	

NOTE: THE REMAINING 852 HOURS INDICATES THE MAXIMUM TIME STUDENTS HAVE TO COMPLETE THE MINIMUM REQUIRED PRACTICAL OPERATIONS

NOTE: The school provides sufficient supplies and informational material to each student during their course of study to reinforce their learning. Such materials are issued based on instructional subject areas. Videos, etc. are available during school hrs. for students to reinforce learning objectives. Equipment used are steamers, creams, lotions, high frequency facial machines, manicuring lamps, tweezers, wax machines & makeup kit.

CURRICULUM: MANICURING - COURSE OUTLINE - EDUCATIONAL OBJECTIVE

The objective of this course is to prepare you to take & pass the State Board Exam & become licensed. The manicuring course of instruction consists of 400 clock hours of training or 10 weeks. You will learn infection control principles & practices, general anatomy & physiology, nail structure & growth, nail diseases, disorders, & client safety. Nail care includes manicuring & pedicuring state board procedures, nail tips, wraps, and acrylic nails. The following is a list of requirements of the California State Board of Barbering and Cosmetology, which must be completed during the course of study. Books used for this course are: Milady Nail Textbook, Milady Exam Review Book, American Beauty Academy Study Guide.

<u>Subject Areas:</u>	<u>Minimum Hours of Technical</u>	<u>Minimum Practical Operations</u>
BARBERING AND COSMETOLOGY ACT.....	10	
MANICURING CHEMISTRY.....	10	
HEALTH/SAFETY/HAZARDOUS SUBSTANCES.....	15	
DISINFECTION/SANITATION.....	10	10
BACTERIOLOGY/ANATOMY AND PHYSIOLOGY.....	10	
WATER AND OIL MANICURES.....	15	40
PEDICURING.....	10	20
APPLICATION OF ARTIFICIAL NAILS		
ACRYLIC.....	15	80
NAIL TIPS.....	10	60
WRAPS/REPAIRS.....	5	60
ADDITIONAL TRAINING.....	20	
JOB SEARCH TRAINING.....	10	

NOTE: THE REMAINING 260 HOURS INDICATE THE MAXIMUM TIME STUDENTS HAVE TO COMPLETE THE MINIMUM REQUIRED PRACTICAL OPERATIONS

NOTE: The school provides sufficient supplies and informational material to each student during their course of study to reinforce their learning. Such materials are issued based on instructional subject areas. Videos, etc. are available during school hrs. for students to reinforce learning objectives. Equipment used are drills, pedicure tubs, files, lotions, nail brushes, acrylic powder & liquid monomer, cuticle nippers, nail nippers & cuticle pusher.

Student Initials _____

* Pre-qualification for this course is 3 years licensed as a Cosmetologist

CURRICULUM: INSTRUCTOR TRAINING - COURSE OUTLINE - EDUCATIONAL OBJECTIVE

The objective of this course is to prepare you to be an instructor. The Instructor Training course of instruction consists of 600 clock hours of training, or 15 weeks. You will prepare & present lesson plans to students, under the supervision of an instructor, help in checking student services to clients, learn to conduct classroom and technical instructions and demonstrations. The following is a list of requirements of the California State Board of Barbering and Cosmetology, and must be completed during the course of study. Books & materials for this course are: Milady Master Educator Student Course Book, Milady Master Educator Instructors Guide Book, Milady Master Educator Exam Review Book.

<u>Subject Areas:</u>	<u>Minimum Hours of Technical</u>	<u>Minimum Practical Operations</u>
BARBERING/COSMETOLOGY ACT	10	
INSTRUCTIONAL TECHNIQUES	40	
ORGANIZATIONAL TECHNIQUES	30	50
LESSON PLANNING	60	50
TECHNIQUES OF EVALUATION	10	
CONDUCTING CLASSROOM AND TECHNICAL INSTRUCTIONAL DEMONSTRATION	140	
SUPERVISING AND TRAINING OF STUDENTS	100	

NOTE: THE REMAINING 310 HOURS INDICATE THE MAXIMUM TIME STUDENTS HAVE TO COMPLETE THE MINIMUM REQUIRED PRACTICAL OPERATIONS

NOTE: The school provides sufficient supplies and informational material to each student during their course of study to reinforce their learning. Such materials are issued based on instructional subject areas. Other educational materials are available for students as well as one on one training from other instructors. Equipment used are hair clippers, scissors, blow dryer, curling irons, etc, & all other items used by manicuring, cosmetology & esthetician students, & lesson plan books.

INSTRUCTIONAL SCHEDULES

DAY CLASSES - Tuesday – Saturday (Monday 8:30am – 5:00pm, MAKEUP AND PRIOR APPROVAL)

Tuesday 8:30am – 10:30am	Theory Class, freshmen, junior & senior students are taught by respective instructor
Wednesday – Friday 8:30am – 9:30am	Theory Class, freshmen, junior & senior students are taught by respective instructor
9:30am – 9:45am	Morning Break
9:45am – 5:00pm	Freshmen students assigned to practical classes. Junior & senior students assigned to clinic floor.
11:30am – 1:00pm	30 minute lunch break assigned by the instructor within this timeframe
1:30pm – 2:30pm	Junior & senior students will alternate daily for Advanced classes. Remaining Junior & senior students will continue on clinic floor, freshmen remain in assigned practical classes.
Afternoon Break	15 minutes as assigned by instructor
4:30pm – 5:00pm	Disinfection, sanitation and time cards
Saturday 8:30am – 5:00pm	Junior & senior students assigned to clinic floor, freshmen students assigned to practical classes.

EVENING CLASSES (Offered only when student demand permits)

Monday – Friday 5:00pm – 6:00pm	Theory class, freshmen, junior & senior students are taught by respective instructor
6:00pm – 6:15pm	Break
6:15pm – 9:00pm	Freshmen students assigned to practical classes. Junior & senior students assigned to clinic floor.
9:00pm – 9:30pm	Disinfection, sanitation and time cards
Friday	Advanced classes 1 hour junior & senior only.

Student Initials _____

**GRADUATION REQUIREMENTS / EXAM REQUIREMENTS / COMPLAINT /
GRIEVANCE PROCEEDURE / DROP OUT POLICY**

GRADUATION REQUIREMENTS: To be eligible for graduation from American Beauty Academy, every student must maintain a satisfactory grade in class and clinical practices, completed all assigned projects, maintain a passing average in theory and take a mock board. They must also have been in attendance for the required amount of clock hours as set forth in the course of instruction.

DIPLOMA: Upon satisfactory completion of the required clock hours and provided the student has attained a satisfactory grade in all subjects covered, the school, evidencing graduation, will issue a diploma. The school will hold the diploma until all outstanding balances are paid in full.

REQUIREMENTS FOR STATE EXAMINATION: To be eligible for examination given by the state, a student must have completed the selected course at a licensed school of Cosmetology, be seventeen years of age and have completed the 10th grade or equivalent.

COST OF EXAMINATION: Each course exam cost varies. Check with the school for current costs. Passing the State examination entitles the student graduate issuance of a license. All students must furnish their own model and pay their own traveling, kit rental, and other expenses.

COMPLAINT / GRIEVANCE PROCEEDURE: Persons seeking to file a complaint with the State of CA Department of Consumer Affairs, Barbering & Cosmetology or Bureau for Private Postsecondary Ed., are advised to follow the procedure:

Complainant must submit their concern to the school Director in writing.

The written complaint should outline the specifics of the complaint, as well as the requested action the student feels would rectify the situation. The school Director will meet with the student to attempt to rectify the situation within 5 working days of receipt of complaint.

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

DROP OUT POLICY: When a student drops out he / she will meet with the Director and will submit a Notice of Refund / Student Withdrawal Request form.

CAREER OPPORTUNITIES / PLACEMENT ASSISTANCE

OPPORTUNITIES: There are many opportunities for individuals entering the cosmetology industry. Your goals can guide you to a lifetime career in any one of the following possibilities:

*Assistant *Stylist *Designer *Make-up Artist *Manicurist*Hair coloring Technician *Ethnic Hairstyling Specialist *Haircutting Specialist

EMPLOYMENT OPPORTUNITIES are available in individual salons, salon chains, department stores and beauty supply houses.

OTHER POSITIONS: Various positions also exist within the following areas:

MERCHANDISING FIELD	Salesperson, Buyer, Assistant Buyer, Direct Seller
SCIENTIFIC FIELD	Demonstrator / Manufacturer's Representative Research Assistant Trade Technician Technical Supervisor
WRITING FIELD	Beauty Editor (Newspaper / Magazines) Editorial Assistant Free Lance Writer Promotional Writer

PLACEMENT ASSISTANCE: One of our primary goals is to provide the specialized, intensive training that will make our licensed graduate highly employable. Our school works closely with salon owners and employers throughout the Imperial Valley so that licensees are given an opportunity to secure good employment.

During your time in school, you will attend scheduled classes geared to job search. These classes include salon selection, interview procedures, completing job applications and all other important areas to consider relating to finding the right salon for you. After you have graduated and are licensed, contact the Job Placement Department to provide referrals and offer any assistance you may need. Periodically you will be required to complete job placement questionnaires to help us update graduates positions, of any kind.

LEAVE OF ABSENCE POLICY: It is the policy of AMERICAN BEAUTY ACADEMY that a student may only have one leave of absence per enrollment. A leave of absence must be requested in writing and approval by the school Director. A leave of absence (LOA) is granted when it is determined that the LOA is in the best interest of the student and his / her education. Documentation must be provided for leaves of absence granted for special circumstances. A leave of absence must not exceed 60 days without written approval.

Student Initials _____

GRADING METHODS AND REPORTS / SCHOOL DRESS CODE

American Beauty Academy maintains complete records on each student or graduate for reference, as required by law. All students receive a complete theory and practical test after 400 hours and again at 1400 hours. It stimulates actual state board exam procedure and constitutes a final exam. Individual tutoring (if needed) is available in preparation for the state examination, at no additional charge to student.

GRADING: Each student is graded monthly on his or her theory, practical work, attendance, appearance, and attitude. The grading system used is as follows:

94% - 100%	=	A	=	Outstanding
87% - 93%	=	B	=	Good
80% - 86%	=	C	=	Satisfactory
75% - 79%	=	D	=	Pass
Below 75%	=	F	=	Fail

Written progress reports are maintained by the school. These can be reported to each student at the end of the month. A written report is kept, and will be presented to any student that requests this record in the future.

SCHOOL DRESS CODE: The SCHOOL DRESS CODE, which all students must comply with, includes the following:

<u>FEMALE STUDENTS</u>	<u>MALE STUDENTS</u>	<u>ALL STUDENTS</u>
ABA Name Badge	ABA Name Badge	White or Hunter Green Sweatshirt (only)
White Pants	White Pants	No sweatshirt or jacket, or sweater with any writing, or logos.
White shoes (non-skid soles)	White Shoes (non-skid soles)	
ABA T-shirt with Logo	ABA T-shirt with Logo	
White Socks/Nylons	White Socks	

Note: A school approved smock may be provided by the Academy for students use at no charge to the student if required by the Academy. No sunglasses, scarves or bandanas, nets, or hats may be worn on heads on school premises, unless written permission is given by school director. All sweaters, coats, or jackets are to be white or hunter green, with no writing or advertising other than the ABA logo.

TUITION / TERMS OF PAYMENT / SCHOLARSHIPS

FEE SCHEDULE

* = Non-Refundable fee

Effective August 1, 2011

COURSE	REG.	TUITION	STRF	KIT	UNIFORMS	BOOKS	TAX	SHIPPING	TOTAL
Cosmetology	\$75.00*	\$7,995.00	\$20.00*	\$621.13	\$63.80	\$293.63	\$75.84	\$45.00	\$9,189.40
Manicuring	\$75.00*	\$3,495.00	\$7.50*	\$401.52	\$63.80	\$216.52	\$52.85	\$26.00	\$4,338.19
Esthetician	\$75.00*	\$4,495.00	\$10.00*	\$418.48	\$63.80	\$161.83	\$49.92	\$26.00	\$5,300.03
Instructor Training	\$75.00*	\$5,995.00	\$15.00*	\$38.21	\$63.80	\$466.33	\$44.05	\$26.00	\$6,723.39

See State Board & STRF fees below (paid in addition to other fees) Total amount includes Tax & Shipping

TERMS OF PAYMENT: On a case-by-case basis, ABA may finance students who qualify at 10% interest.

COSMETOLOGY: A down payment of \$3,500.00 is required at the time of enrollment. The balance of \$5,615.75 is to be paid in 10 monthly installments of \$561.58 each month, before graduation. No interest is charged on this program.

MANICURE: A down payment of \$1,500.00 is required at the time of enrollment. The balance of \$2845.01 is to be paid in 3 monthly installments of \$948.34 each month, before graduation. No interest is charged on this program.

ESTHETICIAN: A down payment of \$2,500.00 is required at the time of enrollment. The balance of \$2,806.47 is to be paid in 4 monthly installments of \$701.62 each month, before graduation. No interest is charged on this program.

INSTRUCTOR TRAINING: A down payment of \$1,800.00 is required at the time of enrollment. The balance of \$4,913.07 is to be paid in 4 monthly installments of \$1,228.27 each month, before graduation. No interest is charged on this program.

Students are allowed to miss 7.5% of the total hours contracted. If training is not completed by the prescribed time limit, all students will be charged the current hourly rate of tuition at the time of completion. This is calculated by dividing hours into the tuition amount.

Each student will be offered 1 free Mock Board exam. Students who do not take this exam as scheduled will be charged an additional \$100.00 for re-scheduling the exam.

SCHOLARSHIPS: Scholarships may be offered periodically. The only types of scholarships offered are tuition allowances for specified time periods.

ALL LOAN PAYMENTS ARE DUE AND PAYABLE ON OR BEFORE THE FIRST DAY OF EACH MONTH, AND WILL BE CONSIDERED LATE 3 DAYS AFTER THE DUE DATE. A LATE FEE OF 10% (TEN PERCENT) OF THE PAYMENT AMOUNT WILL BE CHARGED ON ALL LATE PAYMENTS. IF FULL PAYMENT IS NOT RECEIVED BY THE 10TH OF THE MONTH, THE STUDENTS WILL BE SUSPENDED FROM CLASSES UNTIL PAYMENT AND LATE FEES ARE PAID IN FULL ON ALL ACCOUNTS THAT ARE PAST DUE MORE THAN THIRTY (30) DAYS FROM THE DUE DATE. ALL PAST DUE ACCOUNTS MAY BE TURNED OVER TO A COLLECTION AGENCY FOR REPAYMENT.

STATE BOARD FEES: Are to be paid directly to State Board in the amount of \$125.00 for the cosmetology application exam & License fee, and \$9.00 for pre-application fee (when the student has completed 75% of the training) to apply for exam to be taken soon after graduation and diploma. Manicuring (\$110.00), Esthetician (\$115.00)

STRF: fees are \$20.00 (cosmetology), \$7.50 (Manicure), \$10.00 (Esthetician), paid directly to school at the time of enrollment.

TUITION REFUND TABLE

The following amount is the approximate refund you would receive if you withdraw from a course based on the percentage of the course you have already completed:

	10%	25%	50%	60%	75%
Cosmetology	\$7,195.50	\$5,996.25	\$3,997.50	\$3,198.00	\$1,998.75
Manicuring	\$3,145.50	\$2,621.25	\$1,747.50	\$1,398.50	\$873.75
Esthetician	\$4,045.50	\$3,371.35	\$2,247.50	\$1,798.00	\$1,123.76
Instructor	\$5,395.50	\$4,496.25	\$2,997.50	\$2,398.00	\$1,498.75

I have read and understand this refund table.

Student Signature: _____

Refund Policy: This school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued there from at any time prior to the completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length.⁶

FINANCIAL AID PROGRAMS

American Beauty Academy does not administer Federal Programs of student assistance, but does participate in state and private insurance disability programs, private grant programs, allotment programs, and student loan programs. VA benefits. Each of the above programs provide their own policies and disclosures to students who qualify under their programs. American Beauty Academy does not qualify students for any programs other than loans financed by American Beauty Academy.

American Beauty Academy refers students who require loans to local banks and consumer credit companies. See tuition/terms of payment page for more information. Students may apply to other private school lenders.

On a case-by-case basis, American Beauty Academy may finance students who qualify after a down payment is made. An application must be made to the Academy along with an application by a qualified co-signer. The interest rate for these loans is 10% (ten percent). If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Students may use credit cards to pay the following:

Registration Fee, Tuition enrollment and down payment, Monthly tuition payments, Items purchased from the student store

An institution that provides private institutional loan funding to a student shall ensure that the student is not obligated for indebtedness that exceeds the total charges for the current period of attendance.

At the student's option, an institution may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.

STUDENT TUITION RECOVERY FUND / NOTICE OF STUDENT RIGHTS

The Student Tuition Recovery Fund (STRF), is a state requirement, established by the Legislation to protect any California resident who attends a private postsecondary institution from losing money if he/she prepaid tuition and suffered a financial loss as a result of the school: closing, failing to live up to its enrollment agreement, or refusal to pay a court judgment.

To be eligible, you must be a California resident and reside in California at the time the enrollment is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California Resident".

To qualify for STRF reimbursement, you must file an STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not received notice from the Bureau, you have four (4) years from the date of closure to file an STRF application. If a judgment is obtained, you must file an STRF application within two (2) years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Dr., #400, Sacramento, CA 95833, Phone: (916) 431-6959 Fax: (916) 263-1897

AMERICAN BEAUTY ACADEMY
NOTICE OF REFUND / WITHDRAWAL REQUEST

THIS NOTICE IS IMPORTANT – KEEP FOR YOUR RECORDS

1st Date of Attendance _____

I _____ student number _____ do hereby request to withdraw from the course of _____ . This withdrawal request should be made effective as of this date _____ .

I further acknowledge that American Beauty Academy has disclosed my right to refund of monies paid to date for said training. In summary, these rights are as follows:

The students has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If I withdraw after the cancellation period described above, I shall be entitled to a pro-rated refund of monies paid toward tuition calculated by the following formula:

VOCATIONAL POLICY EXAMPLE:

TUITION	\$1,000.00	
ALL FEES		
Registration	\$100.00	
Lab Fees (ex. Equip)	\$50.00	
Enrollment	\$50.00	
Application	<u>\$25.00</u>	
	\$1,225.00 =	Tuition plus all fees/amounts paid for instruction
	<u><\$75.00></u>	Registration fee retained by school
	\$1,150.00	Total amount paid for instruction/less registration fee

\$1,150.00 X Clock hours not attended but paid for
Total Number of course clock hours paid for

= Initial Refund \$ _____ (Adjusted for equipment, if applicable).

In addition to this refund the Academy shall issue a refund for all returnable Student Kit items, returned by me within thirty (30) days from the date of withdrawal. This refund will be at fair market value for all items returned, and that the refund amount for each individual item shall be stated in writing. The student must complete this form and submit it to the Administration Office.

Student Signature

Date of Submission

Refund sent to: _____ Address: _____

NOTICE OF STUDENTS RIGHTS:

1. You may cancel your contract for school, without any penalty or obligation, on the fifth (5) business day following your first class session as described in the Notice of Refund/Withdrawal Request form that will be given to you at the first class you attend. Read the Refund/Withdrawal Request 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 and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Vocational Education at the address and telephone number printed below for information.
4. If you have any complaints, questions, or problems, which you cannot work out with the school, write or call

State of California Department of Consumer Affairs, Barbering and Cosmetology

400 R St., Ste #4080
PO Box 944226
Sacramento, CA 95814-6240

Bureau for Private Postsecondary Education

2535 Capital Oaks Dr #400
Sacramento, CA 95833
Phone: (916) 431-6959 Fax: (916) 263-1897
www.bppe.ca.gov

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

Student Initials _____

RULES AND REGULATIONS / STUDENT PRIVACY AND RIGHT OF ACCESS

1. Incoming phone calls for students will be received only in the case of emergency (life or death). Messages will be given to the students immediately in such instances.
2. All appointments are to be booked through the reception desk.
3. Courtesy must be shown to patrons, teachers, staff and fellow students at all times.
4. American Beauty Academy believes in the principle that all people are to be treated humanely, fairly and equally. Any behavior of an American Beauty Academy's employee, student, client, or any person that is intended to persecute, harm, torment, molest, harass or mistreat another employee, student, client or any person for any reason, including but not limited to race, religion, ages, sex, sexual orientation, creed, financial status, disability, or country or area of origin or residence is not acceptable. Such misconduct is subject to disciplinary action, which may result in immediate employment termination, or student expulsion.
5. Freshmen students are not allowed to perform services on senior students, and senior students are not allowed to perform services on freshmen students without the permission of the instructor.
6. Personal services will be allowed on assigned days only (usually Wednesday) if the student was in attendance the prior Friday and Saturday, and only with the permission of an instructor and only with a personal services slip from the receptionist.
7. Radios, tape players, CD's, earphones are not permitted within the school. Said items will be held until the end of the day.
8. Students are not to visit with their fellow students while performing services on patrons.
Students must stand while working on clients or manikins, unless they have a documented physical disability.
9. Students are to refrain from loud talk and gossip. Profanity will not be tolerated. Students may not argue or participate in a conflict on the clinic floor or in the classroom.
10. Use of intoxicants, drugs or narcotics is strictly forbidden. Any student under such influence will be terminated.
11. Students are not allowed to solicit, sell, or pass out any type of personal or business flyers, brochures, or merchandise on the school premises.
12. Visitors and friends are not allowed beyond the reception area.
13. Any student refusing any duty, patron service, or assignment will be clocked out immediately for the balance of the day and must report to the Director before returning to school. Any student performing a service on a patron who has not paid for the service is subject to enrollment termination.
14. Students will keep their own work areas, floor and chair clean and sanitary at all times.
15. Every student will be assigned specific clean-up duties daily. Time cards cannot be signed until this duty is completed.
16. **Students must use the time clock at all times; arriving, morning and afternoon breaks, lunch breaks and leaving.**
17. Students are not allowed to leave the building unless they are clocked out on their time cards. Both teacher and receptionist are to be advised on leaving and approximate time of return.
18. Students clocking time cards other than their own, or having time cards clocked by others, are subject to immediate expulsion. Students leaving school without clocking out are subject to immediate expulsion. Time cards are State Board Property.
19. Student time cards must have complete signature (first, last) name, date and student #.
20. Students are to record on the time card, in the area provided; all operations for the day must be verified with the instructor's signature. All time cards are subject to audit corrections.
21. Today's time card and carry over card must be checked by an instructor. Any card not properly signed and turned in by the end of each day will not be accepted for credit.
22. All time cards are to remain in the designated area of the school at all times.
23. Tuition payments must be current in order to attend school.
24. The office is to be notified immediately of any change of name, address, or phone number.
25. Any student discontinuing, transferring, or completing is requested to notify the office in advance so that the appropriate records may be completed.
26. A student may be suspended or terminated for conduct or for any infraction of the school rules of regulations. A conference is held with the student and an opportunity to demonstrate a desire to improve is provided. If the student's continued attendance would not be in the best interest of the school or the student, as may be determined by the school in its sole discretion, he or she will be so notified. Unsatisfactory progress in academics or attendance can and may result in enrollment termination.
27. American Beauty Academy is not responsible for any personal items or possessions left at the school. All personal items should be kept in your personal locker.
28. Any student caught stealing from the school or others are subject to immediate dismissal.
29. Any student involved in a physical altercation will be dismissed regardless of the circumstances involved.
30. Any student who is sent home for the day, suspended or not clocked in is not permitted on the premises.
31. All students must park in the public parking lot behind the school or behind Family Billiards. Absolutely no parking on the street in front of the school or on 6th street at the side of the school, as this is for clients only.
32. All lunches and breaks are to be taken according to the instructor's designation. Clinic services will cause schedules to change as designated by the instructor. Students must sign in and out at receptionist desk for all breaks & lunches... Lunches/dinners may be rescheduled due to clinic services.
33. Additional time for breaks, lunches, and dinners, is not permitted without prior approval from instructor, and students violating this policy are subject to being clocked out and sent home for the day.
34. Use of the lounge is for lunch/dinner breaks only. No food or drink except water is permitted on the clinic floor or in any classroom.
35. Smoking is not permitted anywhere in the school building or around the entrance/exit doors. Smoking is permitted outside the rear entrance in the alley in the designated area.
36. Each student is expected to help keep the lounge and other break areas clean.
37. Abuse of lounge privileges will result in forfeiture of such privileges. Students must be clocked out for lunch/dinner or breaks when sitting in the lounge.
38. **Friday and Saturday absences will result in automatic three (3) day suspension, except in the case of the birth or death of an immediate family member. (documented proof) Dr. Excuse must be provided to admission office upon return of any absence.**

39. The school is closed on the following legal holidays: New Year's Day, Thanksgiving Day, Labor Day, Fourth of July, Memorial Day, and Christmas Day.
40. MAKE-UP WORK: Make up work will be assigned by the way of oral, written or practical assignment, depending on the judgment of the school as to which type of assignment would best benefit the student. Students may have to complete more than one assignment to meet their requirement.
41. SATISFACTORY PROGRESS: Satisfactory progress in attendance and academic work is a requirement for all students enrolled in the school. Students are issued a Satisfactory Progress Policy on class start day which outlines the specific regulations.
42. **STUDENT PRIVACY/RELEASE OF INFORMATION: *it is the policy of the school to release information on students only when it is authorized by the student on the Release of Information form. In the event the student is a minor, the information is released to the parents. In all cases, when any record is being reviewed, the school owner or representative will be present.***
43. No gum chewing, eating, or drinking (except water) on the clinic floor, or any theory classrooms.
44. No lip rings, nose rings, tongue rings, or eyebrow rings (*i.e.* no facial hardware). If you already have piercing, they must be removed while at school.
45. For any days missed during the week, **YOU MUST CALL 344-6560 AND LEAVE A MESSAGE WITH YOUR NAME & PHONE NUMBER, IF YOU WILL MISS SCHOOL FOR ANY REASON.** If you miss five (5) consecutive days of school and do not provide a written excuse from a doctor, or have prior written authorization and approval from the school, you may be dropped from the Course.
46. From your start date you must finish your hours for Cosmetology (1600 hrs.) within 1 yr. (12 mo.) for Manicuring (400 hrs.), within (13 weeks), for Esthetician (600 hrs.) within (19 weeks). **Do not abuse this extra time given to you.** If you have not completed your course within the time frame allotted, you will be charged in advance by the hour to complete your hours, at the hourly rate on your contract. It is vital that you are here every day for the full day to benefit from the education, and be prepared and ready for your State Board Examination at the end of your course. After you graduate, you are welcome to return, at no charge, to receive more practice and theory until you take your State Exam. You will be required to wear your badge, uniform, and obey all school rules and policies.
 - a. After you have reached at least 1,000 hours you will be scheduled in writing to attend one "Mock Board". You will provide your own model and notify your instructor who that model will be in advance. If you do not attend your scheduled "Mock Board" appointment fully prepared, or your model does not come, you may lose your only "Mock Board" opportunity and you will be charged \$100 in advance, to schedule and take another "Mock Board". Mock Boards may be scheduled on a Monday, if so; you will receive credit for hours during Mock Board.
 - b. You are encouraged to take and pass a "Mock Board" exam as your ticket to pre-apply for your State exam. Passing the "Mock Board" exam shows your readiness for the State Exam.
47. When you reach 1,000 hours, and thereafter until you graduate, you will be required to continue to take several state board written practice exams at the main office (minimum of 7), until you are proficient at passing these exams (consistent 80% or better passing grade). This will greatly help you in your preparation for your State Board Exam.
48. When you reach exactly 1200 hours, but not more than 1207 for cosmetology, or 75% of your course, you will be required to pre-apply for your State Board exam. We have you pre-apply then so you will receive your exam date very soon after your graduation when you are most prepared. Be ready to pay the fees necessary for the pre-application, exam and license fees at that time.
49. Cell phones are not appropriate in a school setting. **NO CELL PHONES ARE ALLOWED IN THE SCHOOL.** Cell phones are to be kept in your car. You may check your messages on your breaks or lunch/dinner, (not anywhere in the school). You may not leave class or the school to answer or make a call on your cell phone. **If an instructor or school employee visibly sees your phone, or hears your phone ring, you will be required to turn it in, and it will be kept in the instructor's office, or at the administration office, until the end of the day, and you will be suspended for 3 days.**
50. Any emergency calls from family, or your child's school or babysitter (life or death situations) should be directed to the school or administration office, who will notify the student immediately.
The school phones are never to be used by students for personal calls for any reason. You may go next door to the administration office and ask to use their phone for an important call only.
51. Graduation and birthday activities are under the direction of the School Director, please contact the administration office for instructions.
52. I hereby give my permission for ABA to use photos taken of me at the school, or on field trips, etc., for school brochures and/or advertising purposes. I do not expect any fee to be paid to me for this permission.

I have read, understand, and agree to abide by all the rules of American Beauty Academy, for the benefit of my education here at the school.

Student Signature

Date

DRUG AND ALCOHOL POLICY

CONTROLLED SUBSTANCE:

1. All students and employees are informed that the unlawful manufacture, distribution dispensing, possession or use of a controlled substance within the premises of the Academy is strictly prohibited. Employees and students violating this rule will be subject to immediate dismissal & termination of employment and/or school program.
2. Drug Free Awareness Program: For detailed information regarding; a) Dangers of Drug Abuse, b) Assistance with Drug Counseling, c) Rehabilitation Programs, or any other information regarding drug abuse, contact: Scripps Health-Outpatient Behavioral Health Services, 343 S. 8th Street, El Centro, CA 92243, and (760)337-5440.
It is the policy of this organization to maintain our workplace free of drugs. As stated in the first paragraph, students and employees are subject to termination for violation of this company rule. In addition, any persons distributing drugs to other employees or students will be referred to the authorities and the Academy will press charges for drug distribution in the workplace.
3. Each employee and student is required to read and sign this statement.
4. Your schooling and/or employment at this organization is subject to:
 - a. Abide to the terms of this statement, and
 - b. Notify the employer of any criminal statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
5. U.S. Drug agency will be notified within ten (10) days after receiving notice from an employee or otherwise a copy of such conviction will be submitted to the agency.
6. Our organization will take the following actions within thirty days of receiving notice with respect to any employee and/or student who is convicted.
 - a. Terminate employee and/or student
 - b. Require such employee and/or student to participate satisfactorily in drug abuse assistance or a rehabilitation program approved for such purposes by a federal, state or local health, enforcement or other appropriate agency.

SATISFACTORY ACADEMIC PROGRESS

Grading & Skills Measurements

Satisfactory Academic Progress is determined by theory and practical grades averaged together. Theory and clinic work are both graded on the following scale:

- 94 - 100 = A
 - 87 - 93 = B
 - 80 - 86 = C
 - 75 - 79 = D
- All learning outcomes are evaluated by duly qualified faculty.

Theory grades are based on test grades and homework assignments. Practical grades are based on test grades and homework assignments. Practical grades are based on:

1. The ability to accept and effectively complete all work assignments.
2. The ability to effectively communicate with instructors, clients and other students.
3. The ability to accept and perform practical tasks with emphasis on equipment.
4. Participation in practical hands-on classes offered by the school and outside interest.
5. The ability to follow school rules.

The 75% passing grade is monitored monthly. Students falling below the minimum average are encouraged, and given the opportunity, to complete extra assignments. This could be by way of oral, written or practical assignment, depending on the judgment of the school Education Director or lead instructor, as to which type of assignment would best benefit the individual student. The school Instructors will be the judges as to the number of points that will be credited the student for the completed project. Students may have to complete more than one project to meet the minimum.

NOTE: Students who wish to improve their academic grade may also request extra assignments.

APPEAL PROCESS: Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the school administration. The letter should describe any circumstances that the student feels deserves further consideration. An appeal decision will be made and the student notified accordingly. Should a student prevail upon his/her appeal and be determined as making financial progress, the student will automatically be re-enrolled in the course and financial aid funds will be reinstated to eligible students.

COURSE INCOMPLETES: Course incompletes, repetitions and non-credit remedial courses have an effect upon the school's satisfactory progress standards.

Student Initials _____

ATTENDANCE & ABSENCE POLICIES

Attendance is taken each day. Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. All other absences will be considered unexcused.

Student attendance is monitored closely so that students maintain satisfactory progress. If a student cannot maintain a good attendance schedule he/she will not benefit from our training. Missed days will result in missing important subject matter & experience. Students will have to make-up hours that the State Board requires for licensing.

- A. **Fridays & Saturdays are the busiest days in the beauty profession. These are the days in which the student will accumulate most of their valuable clinic practices; therefore it is mandatory that the student be in attendance on these two days. Students (with a Dr. note) may miss one (1) Friday or Saturday per month. Any other Friday or Saturday's missed (regardless of reason) will have to be made up on a Monday, scheduled with the Main Office, and the student will be charged \$40.00 for each Friday and/or Saturday missed. Said daily amount shall be paid in advance to the Administration Office prior to returning to school. A full day is considered 6 1/2 hrs. or more each day**
- B. Students that are too ill to meet the required expectations of the classes are requested not to attend. If the absence falls on a Friday or Saturday, a valid doctor's excuse will be required on the students next day of attendance. Prior to clocking in, the student must report to the school director or staff with the doctor's written excuse.
- C. Absences must be reported by phone at least thirty minutes prior to class instruction. Third day of absences requires a doctor's excuse. If the student cannot produce a doctor's excuse he/she will be placed on probation for thirty (30) days. If poor attendance continues, the student will not benefit from the course he or she is enrolled in. The student then must meet with the director and will be placed on permanent probation for Attendance & Academic Achievement. If the student does not show any improvement during that probation period, the student will be dismissed from the course of instruction.

NOTE: Refer to the Student Catalog, Satisfactory Progress Report under SATISFACTORY ATTENDANCE PROGRESS, which states that student must maintain attendance level greater than 67%.

Tardiness: Tardiness is considered unexcused time as it is deemed unprofessional behavior. Students must be on time for all classes. Tardiness disrupts a good learning environment for other students and the instructor conducting the class. Tardiness without legitimate reason on two occasions will be considered as one unexcused absence.

Tardy students must report by phone prior to the start of class.

- A. American Beauty Academy has the option of, and may not allow tardy students to clock in for the first hour of class.
 1. 1st offense – Consultation/Warning
 2. 2nd offense – Write up
 3. 3rd offense – 30 day probation
 4. 4th offense – Expulsion

Interruption for Unsatisfactory Attendance: Students with three unexcused absences in any class will receive written notification of academic probation for a period of one month. Any unexcused absences during such probationary period will be a cause for interruption of the student's training program or possible dismissal.

Dismissal Policy: A student shall also be dismissed from enrollment for continued unprofessional behavior, continued breaking of school rules, swearing, drug use, physical altercation with another person, refusal of taking a client, threats to another student or staff, or any other action that may endanger another student or staff.

Readmission Policy: Any student who is suspended or sent home must report to the director on the day of return, prior to attending class. Any student who was dismissed, terminated or withdrawn due to any infractions of the rules and would like to re-enroll in American Beauty Academy will have to set up an appointment with the Instructor and Director of American Beauty Academy whom will determine whether or not he/she will permit the student to re-enroll.

SATISFACTORY PROGRESS REPORT

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in the school.

NOTE: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.

Definition: At American Beauty Academy, Acceptable Progress is defined by the following:

1. A grade point average of 75% or above.
2. An attendance average of 67% or above of the scheduled hours of attendance

Probation: Cosmetology students who fall below the above standards are placed on probation for a period of 60 days. Manicuring students' probation period is fourteen (14) days and the Esthetician probation length of time is thirty (30) days. Students on probation are considered to be making satisfactory progress until the next evaluation period. During the probation period students are eligible to receive Title IV funds; however, they are monitored monthly for improvement. Students not achieving satisfactory progress after the probation period are no longer eligible for financial aid or student loans and may be dropped from school. Veteran students will have their benefits discontinued and the VA and the Veteran so notified.

SATISFACTORY ATTENDANCE PROGRESS: Maximum time frame a student has to complete any course in one and one half times the course length. Course length is defined as the period of time identified on the enrollment contract. Example: 1600 hours, 10 month course, the maximum time frame is 15 months. Leaves of absences, as defined below, will not be included in this total. Should a leave of absence be granted, the student's maximum time frame for completion will be adjusted accordingly. Students re-enter at the same status as when the left. **Students shall be charged the hourly amount for their course in this school if they have not completed their course in Cosmetology: within 11 months of enrollment / Manicuring: within 15 weeks of enrollment / Esthetician: within 19 weeks of enrollments**

NOTE: For contract purposes, all contracted students will be allowed absences of 7.5% of the total course length. Refer to your contract for your completion date. We monitor satisfactory progress when progress reports are issued on a monthly basis. This ensures that all students have ample opportunity to improve if they fall below the standards.