

Catalog of Classes Policies and Procedures

ZMS The Academy

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Calendar Year: January 1st 2012 – December 31st 2012

ZMS The Academy is a private, postsecondary vocational education institution and is approved to operate by The Bureau of Private Postsecondary Education, approval #: 15633119 and is located at 2535 Capital Oaks Drive, Sacramento, Ca 95833. 916-431-6959 tel 916-263-1897 fax. www.bppe.ca.

Mission & Objectives

Our mission is to provide student's access to Cosmetology, Barbering, Body Art Professional Permanent Make Up & Tattoo and Massage Therapy training that is both comprehensive and professional. Working with our students, we emphasize how to be successful by providing professional services with integrity and with the highest level of skill possible. This approach, driven by a structured course curriculum and hands on training, ensures that our students are well equipped to enter into a career in the Personal Beauty Services Industry. Part of our mission is to convey to students the importance of continuing education.

Official Mission Statement: ZMS The Academy is dedicated to quality, affordable and relevant vocational education leading to personal and career success.

Kind of Training/Outcomes

We provide focused and intensive training to assist our students in acquiring employment in the fields in which the specific vocational training is provided. Our students may become self employed immediately if they so choose, may crossover into other personal service industries and will be able to work in the entertainment, spa, salon and health related industries with their personal skilled training.

Privacy Act, Student Records and Transcripts

Student records for all students are kept permanently. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists

regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Tuition and Fees:

All fees are subject to change from time to time, without notice.

Course	Hrs	Tuition	Books & Equipment (non refundable)	Registration Fee (non refundable)	STRF Fee (\$2.50 per \$1000) non-refundable	Total Fees
Cosmetology Program	1600	\$3000	\$800	\$100	\$10.00	\$3910.00
Barbering Program	1500	\$3000	\$800	\$100	\$10.00	\$3910.00
Barbering Cross Over for Cosmetologists	400	\$1995	\$500	\$100	\$7.50	\$2602.50
Esthetician Program	600	\$3000	\$400	\$100	\$10.00	\$3510.00
Massage Therapy	750	\$3500	\$400	\$100	\$10.00	\$4010.00
Body Art Permanent Make Up & Tattoo Artistry Program for Beginners	600	\$3000	\$500	\$100	\$10.00	\$3610.00

The Cosmetology Program curriculum is designed to prepare the student for the CA Board of Barbering and Cosmetology State Board Exam so they may become (1) a licensed cosmetologist and practice hair, skin, nail and makeup artistry (2) employed or self employed and (3) proficient in their skill and gain self esteem and financial reward.

Students interested in Cosmetology are creative, skilled with their hands, like to work with people and find satisfaction in helping others become well groomed, stylish and confident in their appearance.

The Barbering and Barbering Crossover Program curriculum is designed to prepare the student for the CA Board of Barbering and Cosmetology State Board Exam so they may become (1) a licensed barber and practice hair, skin, shaving and razor cuts artistry (2) employed or self employed and (3) proficient in their skill and gain self esteem and financial reward.

Students interested in Barbering are creative, skilled with their hands, like to work with people and find satisfaction in helping others become well groomed, stylish and confident in their appearance. Barbers also care about skin care and treatments.

The Esthetician Program curriculum is designed to prepare the student for the CA Board of Barbering and Cosmetology State Board Exam so they may become (1) a licensed Esthetician and practice skin care and makeup artistry (2) employed or self employed and (3) proficient in their skill and gain self esteem and financial reward.

Students interested in Esthetics are creative, skilled with their hands, like to work with people and find satisfaction in helping others become well groomed, stylish and confident in their appearance. Estheticians are informed skin care experts.

The Massage Therapy Program curriculum is designed to prepare the student for the field of Therapeutic Massage so they may become (1) a registered Massage Therapist and practice basic and advanced body technique massage modalities (2) become employed or self employed and (3) become proficient in their skill and gain self esteem and financial reward.

Students interested in Massage Therapy are purposeful, skilled with their hands, like to work with people and find satisfaction in helping others become more relaxed and healthy within their bodies. Massage Therapists are naturally holistic people with a deep understanding of the balance of the mind and the body.

The Body Art Technician Permanent Make Up & Tattoo Program for Beginners curriculum is designed to prepare the student to register as a Body Art Technician with The CA Board of Health so they may become (1) a seasoned and safe Tattoo Artist (2) employed or self employed and (3) proficient in their skill and gain self esteem and financial reward.

Students interested in the Body Art Program are creative, colorful, skilled with their hands and like to work with people and find satisfaction in servicing others with Permanent Make Up and or Body Art Tattoo. These students are interested in performing safe and healthy body art under the training of the program.

STRF Fee (California Residents, Non refundable, (\$2.50 per \$1,000 of tuition)

Note: No grades or documents will be released if there is an outstanding balance. The institution may refuse any type of service to students who have an outstanding balance. The institution may also refuse re-admission to a student who has left the institution with an outstanding balance that has not been paid in full. All fees are subject to change.

STRF Disclosure

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. To be eligible for STRF, you must be a California resident and reside in California at the time the enrollment agreement 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.

Students are advised that 1. Schools are required, by law, to collect the fee from California Residents. 2. That students whose tuition is paid by a third part payer are excluded from the STRF, 3. Students are responsible for paying the state assessment amount for the STRF. To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two 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, Sacramento, CA

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary Education Act.

STRF Regulations:

§ 76215. Student Tuition Recovery Fund Disclosures.

(a) A qualifying institution shall include the following statement on both its enrollment agreement and its current schedule of student charges:

“You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.”

Licensing – Requirements for Licensure

For all Cosmetology related courses: **Cosmetology, Barbering and Barbering Cross Over**; a completion of a Board of Barbering and Cosmetology Course from an Approved School of Instruction and Achievement of a passing grade on the California Cosmetology and Barbering Board administered written and skills exam is required. A California State License is required to practice as a Cosmetologist, Barber or Esthetician.

Massage Therapists are issued certificates of completion from the approved course school program and a voluntary certification may be obtained by registering with The California Massage Therapy Council.

Body Art Technicians: (Permanent Make Up Artists and or Tattoo Artists) are not licensed, but are

Registered Body Art Technicians in California. Both are considered persons who perform tattoo work. A certificate of completion is issued from the approved course school program and registering with the Department of Health Services as a Registered Body Art Technician is required in order to practice this artistry.

International Students: When foreign students apply for admission ZMS The Academy, certain requirements must be met to insure compliance with US Homeland Security guidelines. Once these requirements are met, the admissions department will notify the prospective student of their acceptance and express mail the documentation that they must submit to the Consulate office in their country for issuance of a Student (M-1) Visa.

Admission Requirements and Procedures for all International Students:

The Cosmetology Program (taught in English only) for 1600 Clock Hours is the only program approved and offered to International Students to attend on an M-1 Visa:

1. Complete detailed Application For Admission.
2. Non-refundable international student fee of \$100.00
 - a. Bank Draft or Cashier's Check
3. Evidence that you can read, speak and comprehend English fluently. This evidence must be via the The Test of English as a Foreign Language test. (TOEFL). A passing score must be received by TOEFL to ZMS The Academy before enrollment can be completed. ZMS The Academy does not provide additional instruction of English as a second language nor does it provide any type of visa services. ZMS The Academy will legally maintain complete attendance records permanently for each international student and is mandated by law to report any failures to attend the course program to the Student Exchange Visitor Information System (SEVIS). ZMS The Academy will be able to vouch for an international's student status as long as they are in compliance with the Academy and SEVIS rules and regulations.
4. Financial letter of affidavit support. A letter composed by your bank on their letterhead, verifying that you have ample funds to meet your educational expenses and living expenses while attending ZMS The Academy in the USA.
5. Three (3) passport size pictures (2"x2")
6. Copy of passport.
7. Course deposit equal to (1/3) of your educational tuition
8.
 - a. Bank Draft or Cashier's Check
 - b. Fully refundable if Consulate office denies you and you are unable to attend International Academy

Upon receipt of all of your documents, your acceptance letter along with all proper visa documents (the I-20) will be shipped to you shipped immediately via express delivery. The conditions for admission of foreign students are identical to those for domestic students.

Program Name – Cosmetology

Name of Program	Cosmetology
Program Length in Hours	1,600
Description of Program	A 1600-hour course which includes the study and practice of all aspects of the beautification and care of the hair, skin and nails. The course provides for both classroom instruction and supervised practice of job related skills such as hairdressing, hair cutting, coloring, manicuring and skin care services. The program also includes the study of relative subjects such as, bacteriology, anatomy, chemistry, health, etc.
Description of Instruction	Small group direct classroom instruction
Does Training Lead to Licensing or Certification	Yes Completion of a Board approval course of instruction and achievement of a passing grade on a Board administered exam.
Which Agency certifies or licenses graduates?	California Board of Barbering and Cosmetology
Is an Externship or Internship Required?	No
Requirements for Completion	<p>Students shall complete the minimum required number of theory hours and practical operations as specified by the State of California, with a final evaluation score for practical and written test of 75% or better. In addition to the state's requirements, students at must also complete the following course work: To complete this program a student must attend a minimum of 85% of the scheduled hours of instruction, and pass an instructor monitored practical exam demonstrating competence in the practice of all aspects of the beautification and care of the hair, skin and nails</p> <ol style="list-style-type: none"> 1. Complete all assignments from the standard theory and practical workbooks. 2. View videos from required viewing video list. 3. Prepare a photo portfolio of your finished work. (Minimum of 15 photos.) 4. Prepare an organized notebook with subject headings and procedure sheets. 5. Complete a typed functional resume and cover letter (class given for creating a resume.) Upon satisfactory completion of 1600 hours, the State requirements, and the Course Work listed above.

The Cosmetology Program is 1600 Clock Hours.

It consists of: **1100 Hours of Technical Instruction and Practical Training in Hair Dressing:** This includes combing, coloring and bleaching , perming, wet and dry cutting, styling hair and practicing on clients. **200 Hours of Technical Instruction in Health and Safety:** This includes laws and regulations, health and safety considerations, disinfection and sanitation and anatomy and physiology in protecting the consumer and the technician. **200 Hours of Technical Instruction and Practical Training in Esthetics:** This includes manual, electrical, chemical facials, eyebrow beautification and make up, and practicing on clients. **100 Hours of Technical Instruction and Practical Training in Manicuring and**

Pedicuring: This includes cosmetology chemistry as related to manicuring, health and safety hazardous substances in nail care, bacteriology, anatomy and physiology, water and oil manicures, complete pedicures and application of artificial nails, nail tips, wraps and repairs and practicing on clients.

Incorporated into every category of learning will be: providing training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.

A **cosmetologist** is a beauty specialist who is educated in treating the hair, skin, and nails. A cosmetologist may care for a client, but may also consult with clients and offer suggestions regarding flattering hairstyles, skincare options, and the best colors and proper application of cosmetics. The specialist with advanced skills may also offer therapeutic treatments and massages, and advise a client in hygienic practices as well as hair, skin or nail care between visits to the **salon**.

Upon successful completion of the course, the student will be able to carry out all duties required for entry-level positions in Cosmetology. Integrated throughout the course are career preparation standards, which include communication, interpersonal skills, problem solving, safety, technology and other vital employability skills. The Cosmetology Program consists of classroom instruction and theory and in practicing the application of skills and training. This class is a wonderful opportunity for the student to obtain knowledge and skills in the classroom setting and then apply them in real life career situations.

Methods of Instruction and Final Grading Shall Be Based On:

- Reading & Workbook Assignments
- Quizzes/Tests
- Oral Presentations
- Demonstration of Skills – Lots and Lots of these!
- Evaluations by Instructor & Supervisor
- Writing Assignments
- Final Boot Camp Preparation Before Written and Practical Licensing State Exam

After successfully completing 1600 Clock Hours with a passing grade and fulfilling all financial obligations of tuition, ZMS The Academy will award you with a Cosmetology Program Certificate of Completion.

You will then be able to apply for a California Cosmetology License from the California Board of Barbering and Cosmetology. Any fees for this license are to be paid separately by the student. To become a Licensed Cosmetologist, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must have at least a 10th grade education, 1600 hours of approved cosmetology instruction, and be at least 17 years of age.

Recent Cosmetology graduates with California State Cosmetology Licenses can find jobs in the following areas but not limited to: hair salons, day spas, department store hair and skin care, in other Cosmetology schools as well as immediate self employment. According to the 2011 California Labor Market provided by California Occupational Guide, EDD; <http://www.labormarketinfo.edd.ca.gov> a Cosmetologist can expect to earn:

**Hairdressers, Hairstylists, and Cosmetologists
2011 Wages**

Geography	Median Hourly	Median Annually
California	\$10.62	\$22,081
Butte County	\$10.79	\$22,454
East Bay Area	\$11.82	\$24,577
Fresno County	\$9.33	\$19,421
Imperial County	\$9.14	\$19,008
Inland Empire Area	\$9.72	\$20,217
Kern County	\$9.09	\$18,909
Kings County	\$9.09	\$18,910

Los Angeles County	\$10.35	\$21,525
Merced County	\$9.27	\$19,278
Monterey County	\$11.25	\$23,386
Mother Lode Region	\$9.55	\$19,856
Napa County	\$9.72	\$20,214
North Coast Region	\$13.62	\$28,319
North Valley Region	\$9.15	\$19,041
Orange County	\$10.66	\$22,171
Sacramento Metro Area	\$11.54	\$24,013
San Benito and Santa Clara Counties	\$10.21	\$21,254
San Diego County	\$11.07	\$23,010
San Francisco Bay Area	\$14.90	\$30,973
San Joaquin County	\$10.01	\$20,827
San Luis Obispo County	\$10.25	\$21,329
Santa Barbara County	\$10.45	\$21,735
Santa Cruz County	\$11.24	\$23,374
Shasta County	\$9.14	\$19,012
Solano County	\$9.43	\$19,613
Sonoma County	\$10.52	\$21,873
Stanislaus County	\$9.16	\$19,062
Sutter and Yuba Counties	\$10.56	\$21,952
Tulare County	\$9.20	\$19,131
Ventura County	\$10.63	\$22,099

Source: Employment Development Department
 Labor Market Information Division
<https://www.labormarketinfo.edd.ca.gov/>

Program Name – Barbering

Name of Program	Barbering Program
Program Length in Hours	1500 Clock Hours
Name of Program	Barbering Cross Over Program (for Licensed Cosmetologists)
Program Length in Hours	400 Clock Hours
Description of Program	1-The Barbering Course offers a 1500 hour course and 2-The Barber Cross Over Program offers a 400 clock hour course in the science and art of Barbering. The programs are designed to prepare and educate each student in the fundamentals of the basic barbering education set forth by the California Board of Barbering and Cosmetology. It will also prepare each student for the practical and theory examination for a California Barbering License. In addition, the course will incorporate the knowledge needed for entry level employment in salons, spas, or barber shops.
Description of Instruction	Small group direct classroom instruction
Does Training Lead to Licensing or Certification	YES Completion of a Board approval course of instruction and achievement of

	a passing grade on a Board administered exam.
Which Agency certifies or licenses graduates?	California Board of Barbering and Cosmetology
Is an Externship or Internship Required?	No
Requirements for Completion	Students are assigned theory study and a minimum of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards. Students must maintain a theory grade of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. To complete this program a student must attend a minimum of 85% of the scheduled hours of instruction and pass an instructor monitored practical exam demonstrating competence in the fundamentals of the basic Barbering care.

The Barbering Program is 1500 Clock Hours.

(a) The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the CA Barbering and Cosmetology Act.

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

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

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

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

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations):

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

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

The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.

Hair Cutting (20 hour of Technical Instruction and 80 Practical Operations):

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

(2) 200 Hours of Technical Instruction and Practical Training in Shaving

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

Preparation and Performance (100 hours of Technical Instruction and 40 Practical Operations)

The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.

(3) 200 Hours of Technical Instruction in Health and Safety

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

Laws and Regulations (20 hours of Technical Instruction)

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

Health and Safety Considerations (45 hours of Technical Instruction)

Health and Safety/hazardous substances including 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, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.

Disinfection and Sanitation (20 hours of Technical Instruction)

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology (15 hours of Technical Instruction)

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

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

Incorporated into every category of learning will be: providing training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.

BARBER CROSSOVER COURSE FOR COSMETOLOGISTS IS: (400 CLOCK HOURS)

The curriculum for students enrolled in a barber crossover course for cosmetologists shall consist of a minimum of four hundred (400) clock hours of technical instruction and practical operations covering those barber practices that are not a part of the required training or practice of a cosmetologist. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

The training shall include sufficient training in the various aspects of barbering to prepare the student properly for the barber examination and to provide barber services in an establishment. Upon completion of the 400 hour course the school shall provide a completion notice to the student who completes the course and a proof of training document pursuant to Section 909. The 400 clock hour course shall include a minimum of 90 clock hours of technical instruction (lecture, demonstration, classroom participation and/or examination) and the following minimum specified practical operations:

PRACTICAL OPERATIONS

HAIRCUTTING 177

SHAVING 40

REST FACIALS 20

ROLLING CREME 10

SCALP MANIPULATIONS 20

TOTAL OF PRACTICAL OPS. 267**TECHNICAL OPERATIONS**

BBC LAWS, RULES & REGULATIONS 05

HAIRPIECECS 10

INDUSTRY RELATIONS 31

FUNDAMENTALS 10

DISINFECTION & SANITATION 05

HAIRCUTTING 20

FACIALS-REST 10

FACIAL/SHAVE/SCALPIAL 26

ADDL. THEORY-SUBJECT MATTER 16

TOTAL THEORY HOURS 133

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION DOCUMENTATION: When a student has completed the required theory hours and practical operations with a Grade Point Average (GPA) of "C" (70%) or better and a simulated (mock) Program and his/her tuition account is paid in full, students are assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology Licensing Examination. Upon passing the licensing exam and providing proof to ZMS The Academy he/she is awarded a diploma certifying his/her graduation.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade. A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the Board of Barbering/Cosmetology Licensing Exam with an overall average of 75%

Curriculum for Barber Crossover Course for Cosmetologists

(a) The curriculum for students enrolled in a barber crossover course for cosmetologists shall consist of a minimum of four hundred (400) clock hours of technical instruction and practical operations covering those barber practices that are not a part of the required training or practice of a cosmetologist.

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

(c) A barber school desiring to teach a barber crossover course as prescribed in Section 7321.5 of the code shall apply to the board for approval of such program. Such barber school shall include with its request for approval a copy of the curriculum it proposes to offer. Such curriculum shall include sufficient training in the various aspects of barbering to prepare the student properly for the barber examination and to provide barber services in an establishment. Hazardous substances shall be the course developed by the Board of Barbering and Cosmetology as provided by Section 7389.

(d) A barber school which offers a 400-hour course shall provide a completion notice to each student who completes that course. Such notice shall be included with a proof of training document pursuant to Section 909.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION DOCUMENTATION: When a student has completed the required theory hours and practical operations with a Grade Point Average (GPA) of "C" (70%) or better and a simulated (mock) Program and his/her tuition account is paid in full, students are assisted in completing the necessary

documents to file for the appropriate Board of Barbering & Cosmetology Licensing Examination. Upon passing the licensing exam and providing proof to ZMS The Academy he/she is awarded a diploma certifying his/her graduation.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade. A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the Board of Barbering/Cosmetology Licensing Exam with an overall average of 75%

Barbering/Barber. A program that prepares individuals to shave and trim facial/neck hair and beards, cut and dress hair, fit hairpieces, give facial and scalp massages, apply cosmetic treatments, and to prepare for licensure as professional barbers at various levels. Includes instruction in facial shaving; beard and mustache shaping and trimming; shampooing; hair cutting; hair styles and styling art; facial treatments and massage; chemical applications; hair and scalp anatomy and physiology; hairpiece and toupee fitting; equipment operation; health and safety; customer service; and shop business practices.

Upon successful completion of the course, the student will be able to carry out all duties required for entry-level positions a Barber. Integrated throughout the course are career preparation standards, which include communication, interpersonal skills, problem solving, safety, technology and other vital employability skills. The Barber Program consists of classroom instruction and skin care theory and in practicing the application of skills and training. This class is a wonderful opportunity for the student to obtain knowledge and skills in the classroom setting and then apply them in real life career situations.

Methods of Instruction and Final Grading Shall Be Based On:

- Reading & Workbook Assignments
- Quizzes/Tests
- Oral Presentations
- Demonstration of Skills – Lots and Lots of these!
- Evaluations by Instructor & Supervisor
- Writing Assignments
- Final Boot Camp Preparation Before Written and Practical Licensing State Exam

After successfully completing 1500 Clock Hours with a passing grade and fulfilling all financial obligations of tuition, ZMS The Academy will award you with a Barbering Program Certificate of Completion.

You will then be able to apply for a California Barbering License from the California Board of Barbering and Cosmetology. Any fees for this license are to be paid separately by the student. To become a Licensed Barber, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must have at least a 10th grade education, 1500 hours of approved esthetician instruction, and be at least 17 years of age.

Length of The Barbering Program: 1500 Clock Hours

Length of The Barbering Crossover Program: 400 Clock Hours

Sequence and Frequency of Class Sessions: Monday, Tuesday, Wednesday and Thursday: 10am-4pm

Complete Citations of Books and Other Required Written Materials: Milady Barbering Textbook, Exam Review and Workbook 2012

Sequential and Detailed Outline of Subject Matter Addressed, Skills Learned and Measured:

23 Chapter Quizzes, Clinical Evaluations at 250 and 500 Hours, 1 Midterm and 1 Final Exam

Recent Barbering graduates with California State Barbering Licenses can find jobs in the following areas but not limited to: hair salons offering skin care, day spas, department store skin and hair care, in other Cosmetology and Barbering schools as well as immediate self employment. According to the 2011 California Labor Market provided by California Occupational Guide, EDD; <http://www.labormarketinfo.edd.ca.gov> a Barber can expect to earn:

**Barbers, Hairdressers, Hairstylists, and Cosmetologists
2011 Wages**

Geography	Median Hourly	Median Annually
California	\$10.62	\$22,081
Butte County	\$10.79	\$22,454
East Bay Area	\$11.82	\$24,577
Fresno County	\$9.33	\$19,421
Imperial County	\$9.14	\$19,008
Inland Empire Area	\$9.72	\$20,217
Kern County	\$9.09	\$18,909
Kings County	\$9.09	\$18,910
Los Angeles County	\$10.35	\$21,525
Merced County	\$9.27	\$19,278
Monterey County	\$11.25	\$23,386
Mother Lode Region	\$9.55	\$19,856
Napa County	\$9.72	\$20,214
North Coast Region	\$13.62	\$28,319
North Valley Region	\$9.15	\$19,041
Orange County	\$10.66	\$22,171
Sacramento Metro Area	\$11.54	\$24,013
San Benito and Santa Clara Counties	\$10.21	\$21,254
San Diego County	\$11.07	\$23,010
San Francisco Bay Area	\$14.90	\$30,973
San Joaquin County	\$10.01	\$20,827
San Luis Obispo County	\$10.25	\$21,329
Santa Barbara County	\$10.45	\$21,735
Santa Cruz County	\$11.24	\$23,374
Shasta County	\$9.14	\$19,012
Solano County	\$9.43	\$19,613
Sonoma County	\$10.52	\$21,873
Stanislaus County	\$9.16	\$19,062
Sutter and Yuba Counties	\$10.56	\$21,952
Tulare County	\$9.20	\$19,131
Ventura County	\$10.63	\$22,099

The Esthetician Program is 600 Clock Hours.

Program Title & Description: Esthetician Program: 600 Clock Hour Program The Esthetician Course offers a 600 hour course in the science and art of Facials and Waxing. The program is designed to prepare and educate each student in the fundamentals of the basic skin care education; facials and waxing set forth by the California Board of Barbering and Cosmetology. It will also prepare each student for the practical and theory examination for a California Esthetician License. In addition, the course will incorporate the knowledge needed for entry level employment in salons, spas, or skin care shops.

Statement of Educational Objectives: The 600 Hour Esthetician Program is designed to prepare the student to learn the CA State Rules and Regulations of Barbers and Cosmetologists, Practice and Master, Basic Facials, Skin Care and Waxing, Learn the Theory and Education of Estheticians, Protect Consumers in Regards to Health and Safety Practices and be prepared to pass the CA Esthetician State Board Exam and become a Licensed Esthetician.

Length of The Esthetician Program: 600 Clock Hours

Sequence and Frequency of Class Sessions: Monday, Tuesday, Wednesday and Thursday: 9am-3pm

Complete Citations of Books and Other Required Written Materials: Milady Esthetician Textbook, Exam Review and Workbook 2012

Sequential and Detailed Outline of Subject Matter Addressed, Skills Learned and Measured:
23 Chapter Quizzes, Clinical Evaluations at 250 and 500 Hours, 1 Midterm and 1 Final Exam

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

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

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

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

Preparation (15 hours of Technical Instruction):

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

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

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

Laws and Regulations (10 hours of Technical Instruction):

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

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

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.

Disinfection and Sanitation (10 hours of Technical Instruction):

The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology (15 Hours of Technical Instruction):

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

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

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

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

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

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

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

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

Upon successful completion of the course, the student will be able to carry out all duties required for entry-level Esthetician position. Integrated throughout the course are career preparation standards, which include communication, interpersonal skills, problem solving, safety, technology and other vital employability skills. The Esthetician Program consists of classroom instruction and skin care theory and in practicing the application of skills and training. This class is a wonderful opportunity for the student to obtain knowledge and skills in the classroom setting and then apply them in real life career situations.

Methods of Instruction and Final Grading Shall Be Based On:

Reading & Workbook Assignments

Quizzes/Tests

Oral Presentations

Demonstration of Skills – Lots and Lots of these!

Evaluations by Instructor & Supervisor

Writing Assignments

Final Boot Camp Preparation Before Written and Practical Licensing State Exam

After successfully completing 600 Clock Hours with a passing grade and fulfilling all financial obligations of tuition, ZMS The Academy will award you with a Esthetician Program Certificate of Completion.

You will then be able to apply to take the exam for a California Esthetician License from the California Board of Barbering and Cosmetology. Any fees for this license are to be paid separately by the student. To become a Licensed Esthetician, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must have at least a 10th grade education, 600 hours of approved esthetician instruction, and be at least 17 years of age.

Instructional Mode or Methods: Lectures, Theory Discussion, Practical and Lab Work, DVD's, YouTube Instructional Videos, Facebook Informational Sharing, Real Walk In Client Service Practice, Guest Speakers and Trade Show Attendance.

Program Name – Massage Therapy

Name of Program	Massage Therapy Program
Program Length in Hours	750 Clock Hours
Description of Program	This program is designed to provide students with complete and comprehensive training in all areas of massage. Specific emphasis is placed on preparing students with knowledge to open their own massage clinic or to become employed in the massage field working in a doctor's office, a chiropractor's office, an acupuncturist's office or a health center.
Description of Instruction	Small group direct classroom instruction
Does Training Lead to Licensing or Certification	Yes, Certification
Which Agency certifies or licenses graduates?	CAMTC (California Massage Therapy Council) Voluntary Application
Is an Externship or Internship Required?	No
Requirements for Completion	To complete this program a student must attend a minimum of 85% of the scheduled hours of instruction, achieve an average score of 75% or greater on quizzes and exams, and pass an instructor monitored practical exam demonstrating competence in the application of therapeutic massage techniques

The **Massage Therapy Program** is 750 Clock Hours. It consists of: **(600 Hours) Anatomy, Physiology and Contraindications:** This includes massage history and theory, the study of functions and vital processes of organs and their

systems, the study of movement, the study of disease, massage techniques, practice on clients and practice and the study of regional orthopedic tests for client evaluation. **(100 Hours) Health & Hygiene.** This includes proper personal therapist hygiene, disinfection technique and methods, health of therapist and client and client assessments. **(50 Hours) Business & Ethics:** This includes developing an ethical core, maintaining legality in your state of business, developing a strict set of ethical, moral and legal principles upon which you practice massage therapy.

Incorporated into every category of learning will be: providing training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.

A massage therapist is a professional who performs massage and bodywork. The field of massage therapy is quite large, running the gamut from therapists who perform basic Swedish massage to people trained in more esoteric fields like trigger point. A massage therapist's goal is usually to relax his or her client while promoting general health and well being. Some branches of massage therapy are focused on treating specific health conditions, and on addressing congenital muscular problems.

Upon successful completion of the course, the student will be able to carry out all duties required for entry-level positions in Massage Therapy. Integrated throughout the course are career preparation standards, which include communication, interpersonal skills, problem solving, safety, technology and other vital employability skills. The Massage Therapy Program consists of classroom instruction and theory and in practicing the application of skills and training. This class is a wonderful opportunity for the student to obtain knowledge and skills in the classroom setting and then apply them in real life career situations.

Methods of Instruction and Final Grading Shall Be Based On:

- Reading & Workbook Assignments
- Quizzes/Tests
- Oral Presentations
- Demonstration of Skills – Lots and Lots of these!
- Evaluations by Instructor & Supervisor
- Writing Assignments
- Final Boot Camp Preparation Before Written and Practical Final Exam

Length of The Massage Therapy Program: 750 Clock Hours

Sequence and Frequency of Class Sessions: Wednesday, Thursday and Saturdays: 9am-3pm

Complete Citations of Books and Other Required Written Materials: Milady Massage Therap Textbook, Exam Review and Workbook 2012

**Sequential and Detailed Outline of Subject Matter Addressed, Skills Learned and Measured:
23 Chapter Quizzes, Clinical Evaluations at 250 and 500 Hours, 1 Midterm and 1 Final Exam**

After successfully completing 750 Clock Hours with a passing grade and fulfilling all financial obligations of tuition, ZMS The Academy will award you with a Massage Therapy Program Certificate of Completion. To become a Massage Therapist, a person must pass an examination given by the ZMS The Academy and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must have at least a 10th grade education, 750 hours of approved massage therapy instruction, and be at least 17 years of age.

You will then be able to register with the The California Massage Therapy Council (CAMTC). The CAMTC was created to implement a statewide certification process with clear standards of preparation and education so that massage professionals can obtain one of two certification levels:

- Certified Massage Therapist (CMT)—Required to complete at least 500 hours of massage education and training at an approved massage therapy school.
- Certified Massage Practitioner (CMP)—Generally must complete at least 250 hours of education and training.

Any fees for this registration are to be paid separately by the student.

Recent Massage Therapy graduates can find jobs in the following areas but not limited to: day spas, massage spas, chiropractic offices, sports injury specialists and self employment.

Massage Therapists 2011 Wages

Geography	Median Hourly	Median Annually
California	\$16.84	\$35,019
Butte County	\$36.77	\$76,495
East Bay Area	\$18.28	\$38,033
Fresno County	\$19.44	\$40,420
Inland Empire Area	\$17.64	\$36,700
Kern County	\$16.43	\$34,172
Los Angeles County	\$15.96	\$33,206
Merced County	\$19.90	\$41,401
Monterey County	\$15.68	\$32,598
Mother Lode Region	\$14.39	\$29,928
Napa County	\$17.65	\$36,719
North Coast Region	\$18.28	\$38,015
Orange County	\$14.82	\$30,833
Sacramento Metro Area	\$17.27	\$35,919
San Benito and Santa Clara Counties	\$19.46	\$40,473
San Diego County	\$19.14	\$39,810
San Luis Obispo County	\$9.35	\$19,449
Santa Barbara County	\$19.80	\$41,192
Santa Cruz County	\$9.69	\$20,155
Shasta County	\$15.69	\$32,622
Solano County	\$14.50	\$30,159
Sonoma County	\$28.75	\$59,794
Tulare County	\$13.77	\$28,640
Ventura County	\$15.67	\$32,581

Source: Employment Development Department
Labor Market Information Division
<https://www.labormarketinfo.edd.ca.gov/>

Body Art Technicians Program: Permanent Make Up and Tattoo Artistry:

Name of Program	Body Art Technician Permanent Make Up and Tattoo Artistry for Beginners
Program Length in Hours	600 Clock Hours

Description of Program	The Permanent Make Up & Tattoo Artistry for Beginners Course is designed for the beginner in cosmetic tattooing for eyebrows, eyeliner and lips and basic body art tattoo names, objects and shading.
Description of Instruction	250 hours of Theory and Testing. 250 Hours of Hands on Skills Training including 6 sets of eyebrows, 6 sets of lips and 6 sets of eyeliner, 2 basic names, 2 objects and 2 stencils performed on live models or on tattoo skins. 100 Hours of Disinfection, Sanitation and Body Art Health and Safety Training including CPR Card.
Does Training Lead to Licensing or Certification	No. Certificate from ZMS The Academy only.
Which Agency certifies or licenses graduates?	In order to practice as a Body Art Technician, a graduate must register with The CA Dept of Public Health
Is an Externship or Internship Required?	No
Requirements for Completion	To complete this program a student must attend a minimum of 85% of the scheduled hours of instruction, achieve an average score of 75% or greater on quizzes and exams, and pass an instructor monitored practical exam demonstrating competence in the application of therapeutic massage techniques

The Body Art Program for Permanent Make Up and Tattoo Artistry for Beginners is 600 Clock Hours.

It consists of **100 Hours** in Anatomy, Health and Sanitation: State Legal Rules and Regulations, Sanitation Guidelines and Sterilization Methods, Proper Disposal of Needles, Proper Usage of Numbing Cream, Anatomy of the Face and Esthetical Correction of Eyeliner, Eyebrows and Lips and Basic Body Art Tattoo Design and Stenciling.

250 Hours in Hands On Skills with performing procedures on live models. This includes client assessment, client consent agreements, color selections and evaluations working on live models under the guidance of the instructor. 6 sets of lips, eyebrows and eyeliners are required to be performed along with 2 names, 2 objects and 2 stencil designs. **250 hours in theory** and the history and practice of Body Art.

Incorporated into every category of learning will be: providing training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.

Body Art Tattooing is cosmetically applying pigmentation in the form of tattoos to resemble makeup on the skin of the face, eyelids, eyebrows, lips, and sometimes the cheeks and stenciling names, objects, designs, pictures and symbols on the body. People may choose to undergo this procedure for a variety of reasons. Some may have permanent eyebrows applied to replace natural eyebrows lost due to alopecia or chemotherapy. Tattooing may disguise scars or white spots from vitiligo. Tattooing may be a choice for those suffering from allergies to traditional makeup or a vision impairment which prevents application of conventional makeup. Tattooing symbols, designs etc on the body may be an ancient custom or a popular way to express your creativity.

Upon successful completion of the course, the student will be able to carry out all duties required for entry-level positions in Body Art Tattooing and Permanent Make Up Artistry. Integrated throughout the course are career preparation standards, which include communication, interpersonal skills, problem solving, safety, technology and other vital employability skills. The Body Art Tattooing and Permanent Make Up Program consists of classroom instruction and theory and in practicing the application of skills and training. This class is a wonderful opportunity for the student to obtain knowledge and skills in the classroom setting and then apply them in real life career situations.

Methods of Instruction and Final Grading Shall Be Based On:

- Reading & Workbook Assignments
- Quizzes/Tests
- Oral Presentations
- Demonstration of Skills – Lots and Lots of these!
- Evaluations by Instructor & Supervisor
- Writing Assignments

Length of The Body Art Program Program: 600 Clock Hours

Sequence and Frequency of Class Sessions: Tuesday, Thursdays: 5:30pm -10pm Saturdays:8am-4:30pm

Complete Citations of Books and Other Required Written Materials: History of Tattoo Textbook, Exam Review and ZMS Workbook 2012

Sequential and Detailed Outline of Subject Matter Addressed, Skills Learned and Measured:

10 Chapter Quizzes, Clinical Evaluations at 250 and 500 Hours, 1 Midterm and 1 Final Exam

Final Boot Camp Preparation Before Final Examination

After successfully completing 600 Clock Hours with a passing grade and fulfilling all financial obligations of tuition , ZMS The Academy will award you with a Body Art Technician Program Certificate of Completion. . To become a Permanent Make Up Artist or Body Art Tattooist, a person must pass a written examination given by ZMS The Academy and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must have at least a 10th grade education, 600 hours of approved Body Art instruction, and be at least 18 years of age.

You will then be able to register with the County Health Department of the county in which that permanent make up business is conducted (your business or employment) which is required by California State Law to become a Registered Body Art Technician. Any fees for this registration are to be paid separately by the student.

Recent Permanent Make Up & Tattoo Technicians graduates can find jobs in the following areas but not limited to: hair salons or day spas or tattoo shops offering independent permanent make up and tattoo services as well as immediate self employment. Permanent Make Up and Tattoo Technicians can work with and or under the supervision of doctor covering scars and also assist cancer patients that lost facial eyebrow or eyelash hair in enhancing their appearance. Medical tattooing is becoming more popular as people with medical conditions are having their blood type or medical condition tattooed on their ankle rather than risk the loss of a chain with the same information on it.

There are no government statistics on Permanent Make Up Artist & Tattoo Technician salaries, but usually these artists are self employed and can charge in the Los Angeles area anywhere between \$250-\$400 for each area of permanent make up enhancement.

Administration and Instructors

Name and Title	Qualifications
Chief Executive Officer: Judy Caspe	Business Owner, Professional Instructor and Licensed Professional since 1995.
Chief Operations Officer: Judy Caspe	
Chief Academic Officer: Judy Caspe	

Lorena Martinez Valenzuela: Cosmetology Instructor	CA Licensed Cosmetologist: 2007
Jhon Yi, PhD: Massage Therapy Instructor	Certified Massage Therapist NCBTMB 2006
Esther Inocencio Barber Instructor:	CA Licensed Cosmetologist 1991 CA Licensed Barber 2005 Certified Permanent Make Up Artist 2010
Ani Tigranyan: Massage Therapist Instructor Esthetician Instructor Body Art Technician Instructor	Certified Massage Therapist: 2007 Licensed Esthetician 2010 Registered Body Art Technician 2009 Certified Permanent Make U 2009
Marco Prado: Body Art Technician Instructor	Registered Body Art Technician 2003
Judy Caspe: Permanent Make Up Instructor CPR Instructor Body Art Technician Instructor Massage Therapy Instructor	Permanent Make Up Certification: 2005 Registered Body Art Technician 2005 CPR Instructor Certification: 2009 CA Licensed Esthetician: 2010 Nursing Assistant Certification: 2005 Massage Therapist 2009

Library Resources

No library is needed to meet the instructional needs of the students. Library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands on skills are the critical elements for completion of these programs. However, ZMS The Academy has assembled an extensive physical library for our staff and students to use if they desire to via the internet and hardcover books.

School Ownership

ZMS The Academy is a private institution and is approved to operate by the CA Bureau for Private Postsecondary Education. (BPPE) approval #: 15633119.

(A) Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr. Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, 916-431-6959, toll free (888) 370-7589, Fax (916) 263-1897.

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

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

CA Barbering and Cosmetology School Approval

ZMS The Academy is an approved CA Barbering and Cosmetology School by the CA Board of Barbering and Cosmetology (BBC) approval # 08028 located at:

Board of Barbering and Cosmetology
2420 Del Paso Road Suite 100
Sacramento, CA 95834
Tel 800-952-5210
Fax (916) 575-7281

Office Hours

Monday through Friday, 8:00am - 5:00pm excluding State Holidays

By Mail:

Board of Barbering and Cosmetology
PO Box 944226
Sacramento, CA 94244-2260

Web site: barbercosmo.ca.gov

Any complaints regarding ZMS The Academy may be directed to the bureau above.

Location Where Classes are Held

ZMS The Academy
6029 N. Figueroa Street
Los Angeles, CA 90042
323-372-6132 tel 866-596-4877 fax

Policies and Procedures Regarding Financial Aid and Loan Repayment

The school does not provide either State or Federal financial aid.

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.

Student's Right to Cancel

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Per The California Bureau of Private Post Secondary Education:

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

A notice of written cancellation must be mailed to or dropped in person at: ZMS The Academy 6029 N Figueroa Street, Los Angeles, Ca 90042 Attention: Admissions. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Refund Policy

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received **more than** 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. **To withdraw or cancel a student contract it must be made in writing and mailed to or dropped in person at: ZMS The Academy 6029 N Figueroa Street, Los Angeles, Ca 90042 Attention: Admissions.**

Refunds for Classes Canceled By The Institution:

Enrollment fee and kit/book fee is not refunded. Any remaining tuition due shall be calculated and refunded in entirety to the student.

Refunds for Students Who Withdraw on or Before The First Day of Class:

Enrollment fee is not refunded. Any prepayment towards the program course shall be refunded in it's entirety.

Refunds for Students Enrolled Prior to Visiting the Institution:

Enrollment Fee is not refunded. Any prepayment towards the program course shall be refunded in it's entirety.

Refund Policy for Programs Obligating Students for Periods of 12 months or Less:

b) Non-Public Institutions

- During the first 10% of the period of financial obligations, the institution refunds at least 90% of the tuition.
- (ii) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution refunds at least 25% of the tuition;
- (iii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution refunds at least 25% of the tuition; and,
- (iv) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.
- (2) Refund Policy for Programs Obligating Students for Periods Beyond Twelve Months

- Institutions with programs longer than 12 months that financially obligate the student for any period of time beyond 12 months release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months.
- (ii) The calculation of the refund for the unused portion of the first 12 months is based on section (b)-I
- (iii) If the student withdraws during any subsequent. Following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdraw is based on section (b)-1

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

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

Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818.
www.bppe.ca.gov (916) 431-6959 (fax) (916) 263-1897.

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 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at ZMS The Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in ZMS The Academy certificate programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ZMS The Academy to determine if your certificate(s) will transfer."

TRANSFER OF HOURS WITHIN ZMS THE ACADEMY PROGRAMS:

Transfer of hours from one program to another within ZMS The Academy is up to the sole discretion of the instructors and the administration. Transferring hours requires a student assessment and this must be done on a case to case basis.

Student Grievance Procedures

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: 1: an effort to define the problem, 2: an effort to identify acceptable options for

resolution, and 3: an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's Chief Academic Officer who will work to resolve the matter. The Chief Academic Officer is the individual designated to resolve student complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will involve 1. The student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred. 2. The student may terminate the formal process should, in the interim, the informal process produce a satisfactory resolution. 3. The Chief Academic Officer will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified. 4. A timeline for resolution will be delivered to the principals by the Chief Academic Officer. 5. Interested parties will communicate with the CAO in order to make recommendations to resolve the grievance. 6. The party responsible for implementing the selected method of resolution will notify the principals of the decision reached. In the event that a student does not agree to the resolution proposed, the student retains the right to file a complaint with the Bureau for Private Postsecondary Education, Sacramento, CA.

Any grievances a student may have regarding ZMS The Academy that have not been satisfactorily answered by the institution may be directed to the:

**Bureau for Private Postsecondary Education at:
P.O. Box 980818, West Sacramento, CA 95798-0818.
www.bppe.ca.gov (916) 431-6959 (fax) (916) 263-1897.**

ZMS The Academy Student Grievance/Complaint Form

Student Name _____

Student Current Mailing Address _____

City: _____ **State:** _____ **Zip Code:** _____

Student Phone _____

Date of Grievance being Documented: _____

Date of Event being Grieved: _____

In your own words please explain what happened in a short and concise statement:

Did you try and resolve this with the administration or instructors at ZMS?

What outcome would you recommend from this grievance?

Date Received at ZMS The Academy Administration Office: _____

Leave of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required. A leave of absence for more than 60 days shall be considered a termination if ZMS The Academy is not notified of student ongoing status. **A leave of absence must be made in writing and delivered to or mailed to: ZMS The Academy 6029 N Figueroa Street, Los Angeles, Ca 90042 323-372-6132. Non communication with ZMS will be grounds for termination as abandonment of the program.**

Academic Probation – Dismissal Policy

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period when the grades are posted. Should the GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student, indicating the reason for the probation. Failure to maintain satisfactory

academic progress may result in dismissal from the program. The Chief Academic Officer and The Course Instructor shall offer assistance in locating a suitable tutor and or make an action plan for the student, should such service be requested by the student.

Attendance Policy – All Programs

This institution requires that a student attend 85% of all scheduled instructional hours.

Acceptance of Transfer Credit Policy

No transfer of credit is available.

Challenge Exam Credit Policy

No credit based on the taking of challenge exams is available.

Admissions Policy – All Programs

For the Cosmetology, Barbering, Barbering Cross Over and Esthetician Programs offered, the applicant must be at least 17 years of age. For The Massage Therapy and The Body Art Technicians Programs: Permanent Make Up and or Tattoo Artistry, you must be 18 years of age.

Assessment Testing for Students

An assessment test will be given to all students before the face to face interview in order to determine if they have the basic skills to comprehend the material presented. A passing score shall be achieved before a student is able to enroll in any course offered at ZMS The Academy.

Articulation Agreements

No articulation agreements with other institutions are established.

Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.
- Must observe a smoke free facility environment.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

Grades and Standards for Student Achievement - Satisfactory Progress

Grades are awarded on a traditional A, A-, B+, B, B- ... F system. The minimum passing grade is a D-. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.

In calculating a student's grade point average, the following policy applies:

A	4 Grade Points	A-	3.67 Grade Points
B+	3.33 Grade points	B	3 Grade Points
B-	2.67 Grade Points	C+	2.33 Grade Points
C	2 Grade Points	C-	1.67 Grade points
D+	1.33 Grade Points	D	1 Grade Point
D-	0.67 Grade Points	F	0.00 Grade Points

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

(I) Incomplete If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

(W) Withdraw The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Assessment and Counseling:

ZMS The Academy will let you and your instructor evaluate your total educational progress every 3 months. A Student Self Assessment and Instructor Evaluation will be conducted to assess your progress and provide academic counseling if needed. Counseling is available at anytime you wish to discuss anything regarding your vocational education at ZMS The Academy.

Student Housing

This institution does not operate dormitories or other housing.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Student Services

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance. Upon graduation, a student may receive job assistance interviews, resume building and refresher skills training before applying for employment.

Description of Facilities

ZMS The Academy is an 8,000 sq ft ground floor facility dedicated to the programs of Cosmetology, Esthetician, Barbering, Massage and Body Art Technician Programs of Permanent Make Up and Tattoo

Artistry. It is handicapped accessible with a private parking lot in the rear of the building . The Gold Line Train and Public Transportation is within walking distance of the campus and The Highland Park Fire Department is within 5 minutes.

Sexual, Verbal or Bullying Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of bullying, sexual or violent harassment. No one associated with this institution may engage in verbal abuse of a sexual or violent nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

English as a Second Language Instruction

This institution does not provide ESL instruction.

Achievement Tests Credit Policy

No credit based on the taking of achievement exams is available.

Title IV Participation

This institution does not participate in Title IV funding.

Accreditation:

ZMS The Academy is in accreditation candidacy with The Council of Occupational Education located at:
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone (Local): 770-396-3898
Telephone (Toll-Free): 800-917-2081
FAX: 770-396-3790

State Financial Aid Participation

This institution does not participate in state financial aid funding.

Special Notice of Financial Status

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

Internships

No internships are required to complete any of this school's programs.

Placement Services

This institution does not provide placement assistance. It does however upon a student's exit interview, provide resume building and job availability as listed on the internet, local newspapers or through direct associations with salons, shops and spas in the local area.

Credit for Prior Experiential Learning

This institution does not grant credit for prior experiential learning.

Language of Instruction

The primary language is in English. However, 85% of our instructors are Spanish speaking and can assist any student needing Spanish to English or vice versa translations aiding them in their understanding of the course work. All course are conducted in English.

Institution's Policy Relative to Updating School Catalog

ZMS The Academy will update their school catalog whenever there is a substantive change to it regarding:

- Tuition Costs
- Faculty Changes
- Program Availability
- Change of Program Days or Dates
- Holiday or Vacation Schedule Change

The Institution Catalog will always reflect the most current and up to date information.

ZMS The Academy 2012 Program Courses:

The Cosmetology Program curriculum is designed to prepare the student for the CA Board of Barbering and Cosmetology State Board Exam so they may become (1) a licensed cosmetologist and practice hair, skin, nail and makeup artistry (2) employed or self employed and (3) proficient in their skill and gain self esteem and financial reward.

Students interested in Cosmetology are creative, skilled with their hands, like to work with people and find satisfaction in helping others become well groomed, stylish and confident in their appearance.

The Barbering and Barbering Crossover Program curriculum is designed to prepare the student for the CA Board of Barbering and Cosmetology State Board Exam so they may become (1) a licensed barber and practice hair, skin, shaving and razor cuts artistry (2) employed or self employed and (3) proficient in their skill and gain self esteem and financial reward.

Students interested in Barbering are creative, skilled with their hands, like to work with people and find satisfaction in helping others become well groomed, stylish and confident in their appearance. Barbers also care about skin care and treatments.

The Esthetician Program curriculum is designed to prepare the student for the CA Board of Barbering and Cosmetology State Board Exam so they may become (1) a licensed Esthetician and practice skin care and makeup artistry (2) employed or self employed and (3) proficient in their skill and gain self esteem and financial reward.

Students interested in Esthetics are creative, skilled with their hands, like to work with people and find satisfaction in helping others become well groomed, stylish and confident in their appearance.

Estheticians are informed skin care experts.

The Massage Therapy Program curriculum is designed to prepare the student for the field of Therapeutic Massage so they may become (1) a registered Massage Therapist and practice basic and advanced body technique massage modalities (2) become employed or self employed and (3) become

proficient in their skill and gain self esteem and financial reward.

Students interested in Massage Therapy are purposeful, skilled with their hands, like to work with people and find satisfaction in helping others become more relaxed and healthy within their bodies. Massage Therapists are naturally holistic people with a deep understanding of the balance of the mind and the body.

The Body Art Technician Permanent Make Up & Tattoo Program for Beginners curriculum is designed to prepare the student to register as a Body Art Technician with The CA Board of Health so they may become (1) a seasoned and safe Tattoo Artist (2) employed or self employed and (3) proficient in their skill and gain self esteem and financial reward.

Students interested in the Body Art Program are creative, colorful, skilled with their hands and like to work with people and find satisfaction in servicing others with Permanent Make Up and or Body Art Tattoo. These students are interested in performing safe and healthy body art under the training of the program.

ZMS The Academy Student Policies and Procedures

General Rules of Academy Conduct:

- ❖ Students must be on time. If you are going to be late or absent, you must notify the administration by phone.
- ❖ Students are not allowed to bring their children, nieces, nephews, etc. with them to school.
- ❖ Students must be well groomed at all times. Failure to do so may result in temporary dismissal.
- ❖ Students must wear appropriately clean, tidy and fresh designated for each program. Failure to do so may result in student being sent home. Black tops and black pants, skirt or tights with long top, closed toed shoes.
- ❖ Students must have their equipment with them at all times.
- ❖ Students may not punch any time cards other than their own.
- ❖ Students cannot leave class (theory or practical) without permission.
- ❖ Students as per assignment must perform daily sanitation.
- ❖ The school is not responsible for lost or stolen articles.
- ❖ Students are required to study at home as well as at school as appropriate.
- ❖ Students will be called to the telephone only in cases of emergency.
- ❖ Tuition is to be paid at the first of the month, unless other arrangements have been made.
- ❖ Eating or drinking at stations, on the clinic floor, or in classrooms is not permitted. Those activities are permitted designated times and in designated areas.
- ❖ Students are to conduct themselves in a professional manner at all times. (Example: students may not refuse customers. Students who refuse to service a customer will be asked to punch out and go home).
- ❖ Students are not allowed to have hair, skin, body art or massage services except by permission and at a time and day designated by the instructor in charge.
- ❖ Students must maintain regular school hours.
- ❖ Permanent or temporary dismissal may be made by the instructor in charge or the Administration in accordance with the infractions listed under the section entitled "TERMINATION".
- ❖ A student will not be granted a medical leave of absence for less than two weeks.
- ❖ A medical leave of absence will be granted by a doctor's certificate only, and must specify anticipated date of return.
- ❖ Students must sanitize workstations and remove hair, chemicals or lotions immediately after every service.

- ❖ Students must be in good standing in order to continue attending ZMS. Tuition payments must be made on time and be current in order to remain a current student.

STUDENT LOCKERS

Lockers for storage of supplies, texts, and personal items are available to all students at no additional charge. Students must supply their own locks. When completing a program of study or if terminating attendance, students must clean out lockers within 24 hours or ZMS will open lockers and dispose of all contents.

STUDENT CONDUCT

ZMS expects all students to conduct themselves in a professional business manner. No action will be tolerated that will unfavorably reflect on the school or its students.

DRESS AND GENERAL APPEARANCE

All students are required to wear nametags that identifies their program of study. Clothes are to be neat and clean. Hair is to be well groomed.

POLICY CHANGES

ZMS reserves the right to make changes in accordance with class schedules, program sequence, academic calendar, or programs of study. Such changes will not affect the integrity or continuity of the programs of study. The school also reserves the right to make changes in administration or teaching personnel or any other school activity or policy. Students will be notified, if possible, of any changes prior to the changes being made as soon as possible.

VISITORS

Guests are welcome at the school during class hours. The Director of Student Services encourages prospective students to be our guests for a day and sit in on classes. Evening and Saturday visits may be arranged by contacting the business office. Friends of students who wish to sit in on classes are required to get permission from the Director. All visitors are required to sign in at the front desk. Visits with students in class are discouraged except in the case of an emergency. All visitors are requested to wait in the front reception area.

DRUG AND ALCOHOL ABUSE

The illicit use, transfer, possession and/or sale of illegal drugs or alcohol will not be tolerated at NFCI and are prohibited. The fundamental concern by school administration relative to illegal substance abuse is rehabilitation of the student so involved. Any student who needs help in this area should see the Director of Student Services. The student will be referred to an appropriate community agency for necessary counseling and/or treatment. Further information regarding drug and alcohol abuse is distributed to the students on the first day of classes.

TERMINATION POLICY

Students must notify school administrator or instructor of their intention to withdraw from school. If students fail to notify the school that they are withdrawing, formal dismissal or termination procedures shall ensue and will be based on monitoring the student's program participation which may include class attendance, examinations, tutorials, counseling and/or advising, or other academically related activities as may be deemed advisable by the school.

The following infractions will result in PERMANENT termination:

- ❖ ➤ Stealing
- ❖ ➤ Continuous Abuse of the Rules
- ❖ ➤ Drug Use
- ❖ ➤ Violence, Threatening Behavior, Physical Altercations

The following infractions will result in TEMPORARY termination:

- ❖ ➤ Failure to Obey Established Rules
- ❖ ➤ Disrupting the Class
- ❖ ➤ Abusing Patrons
- ❖ ➤ Profane Language
- ❖ ➤ Refusal to Service a Customer
- ❖ ➤ Non Payment of Tuition
- ❖ ➤ Non Attendance

ZMS The Academy reserves the right to terminate any student who breaks the institutions rules and regulations. A copy of the school's termination policy will be given to students on the first day of class.

ATTENDANCE

The School must be notified if a student is unable to attend school for any reason. All days or classes from which the student is absent or tardy are recorded in the attendance book showing make-up time is needed. If the student does not attend within 14 days from the last day of attendance, he or she will be considered withdrawn and the student will be terminated as of their last date of attendance. Class cuts are not permitted and may be cause for dismissal.

A student who develops a pattern of tardiness (two or more per week) will be counseled and advised that if such actions continue, they may be cause for termination. Tardiness is defined as a late arrival consisting of 15 minutes or more from the starting of class.

MAKEUP POLICY

ZMS The Academy will work with any student to reasonably make up any work, clock hours or testing needed. This is done on a case by case basis, but all students are required to attend their program schedule adequately.

LEAVE OF ABSENCE

A student requesting a leave of absence must adhere to the following: No more than three leave of absences in any twelve-month period. A request for a leave of absence must be in writing and submitted to the school administrator. A leave of absence must not exceed sixty 60-days, unless for medical reasons. Medical leaves of absence must be documented by a physician and must not exceed 180-Days. The status of a student upon leave of absence will remain the same as prior to that leave. NOTE: Students who do not return from a leave of absence, the date of withdraw shall be the earlier

TRANSCRIPTS

Academic transcripts are available upon receipt of written request by the student or institution. Academic transcript or hours of attendance will be released only upon confirmation that the student does not owe the institution any outstanding balances. There is a \$25.00 fee for additional transcripts after the original transcript given at graduation. The transferability of credit from this institution is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

TUITION — METHODS OF PAYMENT

Tuition payments can be arranged on convenient payment plans or by financial aid if the student qualifies. The following are methods of payment NCFI offers students.

1. ZMS will allow a student to make in-house payments without interest as long as the loan is paid during the minimal time frame required for the program in which the student is enrolled. Weekly, bi-weekly, and monthly payment plans are available. Payments depend on the deposit at the time of enrollment, and which payment schedules the student selects.

Cash, Debit Cards, Money Orders, Cashiers' Checks, Master Card, Visa, Discovery and American Express are accepted.

Mission Statement:

ZMS The Academy is dedicated to providing quality, affordable and relevant vocational education leading to personal and career success.

ZMS The Academy

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Los Angeles, Ca 90042

323-372-6132 tel 866-596-4877 fax

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zmsacademy@gmail.com