

Lawrence & Company
College
of
Cosmetology

School Catalog

*810 N. 10th Avenue *Hanford, CA 93230*
(559) 584-1192
Lawrenceandco.net

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APPROVALS

Lawrence & Company College of Cosmetology is a private institution and is licensed to operate in the State of California is based on provisions of the California Bureau for Private Post Secondary Education Act (CPPEA) of 2009, effective January 1, 2010. Lawrence & Company College of Cosmetology under section 94802 (a) of CPPEA, will by operation of law, be approved until February 2012. The act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at 2535 Capitol Oaks Drive, Ste. 400, Sacramento, CA 95833 (916) 431-6959. The currently approved course and curriculum are:

Cosmetology:	1600 Clock Hours
Manicuring:	400 Clock Hours
Instructor:	600 Clock Hours

The following are state boards, bureaus, departments or agencies which set minimum standards for our current offered program of studies in accordance with Education Code Section 94316.12.

<p style="text-align: center;">CALIFORNIA STATE BOARD OF BARBERING AND COSMETOLOGY P.O. Box 944226 Sacramento, CA 94244-2260 800-952-5210</p>

This Institution is accredited by:
National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS)
4401 Ford Avenue, Suite 1300
Alexandria, V A 22302
Phone # (703) 600-7600

** Approval to operate means compliance with minimum state standards and does not imply an endorsement or recommendation by the state or by the bureau.*

All information in the contents of this school catalog is current and correct and is so certified true by: Mrs. Rachel Lawrence and Mrs. Joni Marciano

A MESSAGE FROM THE FACULTY

Dear Student,

Welcome to *Lawrence & Company College of Cosmetology*, and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the Cosmetology Industry.

At *Lawrence & Company College of Cosmetology*, we offer you the training to pass the State Board of Cosmetology Licensing Examination. Our training includes a mock-board examination that will help assure your success at the State Board Exam. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success.

It is a pleasure to have you join us at *Lawrence & Company College of Cosmetology*. Our goal is to help you discover your ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

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 signed an enrollment agreement.

Sincerely,

Ms. Rachel Lawrence
Ms. Joni Marciano
Owners

MISSION STATEMENT

It is the mission of Lawrence & Company College of Cosmetology to provide an opportunity to achieve a quality cosmetology education that prepares the graduate for licensure and job entry-level skills.

GOALS AND OBJECTIVES

Our prime vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry.

The resultant educational program, the teaching and training at *Lawrence & Company College of Cosmetology* represents the spectrum of cosmetology knowledge and experience. *Lawrence & Company College of Cosmetology* presents a challenging teaching and learning environment designed to maximize the student's preparation and opportunity for success in one of today's most exiting career fields...the beauty industry.

The quality of *Lawrence & Company College of Cosmetology* faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all cosmetology, manicuring.

Students gain skill and confidence from training on quality equipment in comfortable surroundings. The strict observance of high professional standards enhances their future opportunities for higher paying vocational employment. The constant utilization helps develop skills to their fullest capacities. Lawrence & Company College of Cosmetology welcomes all persons interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions

GENERAL INFORMATION

Lawrence & Company College of Cosmetology facilities are located at 810 N. 10th Avenue in Hanford, California 93230. All primary education is delivered at this location. Future and prospective enrollees are welcomed and encouraged to visit the college premises. Additionally, everyone is encouraged to set an appointment to discuss personal, educational, or vocational plans with a school personnel or administration prior to enrollment or prior to signing any enrollment agreements. At the present time, *Lawrence & Company College of Cosmetology* does not have any federal sponsored programs, or otherwise provide grants to cover the cost or portions thereof tuition or fees.

FACILITY

Lawrence & Company College of Cosmetology a spacious 4560 square foot single story air-conditioned, well ventilated facility with a well equipped classroom and clinic areas to benefit our staff and students. The College atmosphere provides an ideal environment for learning the profession of Cosmetology/Manicuring and its related fields. School simulates salon conditions with modern cosmetology equipment and tools to simulate a salon environment to better help our students through actual hands on experience. The facility accommodates 85 students any given time. Classrooms for theory and demonstration are separate from the main clinic. Audio-visual equipment is used to enhance daily lectures. Demonstrations are periodically given by industry leaders and guest speakers. A library is provided to help students research the newest techniques, as well as techniques of the past. The library is available to all students at all times. A student lounge is provided for students for breaks and lunch. The spacious clinic floor has 46 salon type stations and the equipment available includes. Manicure stations, dryers, facial bed, thermal hair straighteners and stoves. Additionally, we provide students training on manning a desk operation where they acquire valuable training such as: Customer greeting, phone and appointment management.

ADMISSIONS – FINANCIAL ASSISTANCE – AND BUSINESS HOURS

Applicants interested in admission may obtain enrollment information on Tuesday through Saturday 8:00 am – 4:00 pm by contacting or arranging for an appointment.

Rachel Lawrence – Admissions and Placement Office (559) 584-1192

Tuesday through Saturday 8 am – 4:30 pm

FINANCIAL ARRANGEMENTS

Joni Marciano – Financial Assistance Office (559) 584-1192

Tuesday through Saturday 8 am – 4:30 pm

HANDICAPPED ACCESS

Currently access for the handicapped and/or programs for the handicapped are not available.

STATEMENT OF NON-DISCRIMINATION

Lawrence & Company of Cosmetology does not discriminate on the basis of ethnic origin, race, color, religion, sex, handicap, financial status, age, area of origin or residence in its admissions, instruction, or graduation policies.

FRESHMAN CLASS ENROLLMENT

Hours required to successful completion the freshman portion of each training class is as follows:

COSMETOLOGY – 200 Freshman Level

A minimum of 200 hours is developed to the basics and fundamentals of cosmetology. Classes for theory and application are conducted daily for six weeks. Students are shown the skills and the intricacies are explained; then the student practices and is evaluated. In order to progress to the next level, the student must: complete a minimum of 200 hours, pass all performance evaluations and pass the 200 hour exit exam.

MANICURING – 60

A minimum of 60 hours are developed to basics and fundamentals of manicuring. Students are shown the skills and the intricacies are explained; then the student practices and is evaluated in order to advance to the next level.

Lawrence & Company College of Cosmetology, considers the freshman portion of the training the foundation for all cosmetology training and as such, but it also is the means to evaluate a student's performance prior to engaging them directly with customers and/or clients.

SCHOLARSHIPS

Our college does not award any institutional scholarships.

ADMISSION REQUIREMENTS

All Instruction is given in English; we do not offer multi-lingual instruction. Enrollees are admitted as regular students under one of the following criteria for all courses:

- A. Applicants must have a High School Diploma or its equivalent, (GED, California State Proficiency Test, etc).
- B. Home school diplomas/private schools must be evaluated before they are accepted.
- C. All applicants must provide photo identification (e.g. Driver's License, Identification Card, Passport, Military I.D.)
- C. Teacher training applicants must have a High School Diploma or its equivalent in addition to a valid cosmetology license.

Lawrence & Company does not recruit students already attending or admitted to another school offering a similar program of study.

TRANSFER POLICY

Student transferring into this school from another school in the State of California must present his/her record for withdrawal from the prior school if the student wishes to be afforded credit for prior hours/operation of training end. Credit for prior training earned outside of California is accepted with appropriate documented proof of prior training from the Board of Barbering and Cosmetology. Occasionally, a student's acceptance will depend entirely on the California State Board of Barbering and Cosmetology

RE-ENTRY POLICY

All students who withdraw may re-enter into the program without the loss of credit of state board hours, and provided it is within 5 years from the date of their withdrawal. All records of students are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserved the right to evaluate the previous enrollments and to verify that the student was in good standing with the college before the student is accepted for re-enrollment

HOLIDAY OBSERVANCE:

New Year's Day, July 4th, Thanksgiving Day to the following Tuesday, Christmas Day, and approximately the last 1-2 weeks of every year. A special holiday may be declared for special or emergency reasons. Holidays of all religious beliefs are respected and allowed. In the event of an unexpected closure due to unusual circumstances each staff member will be responsible for notifying a specified number of the students as to the date of the re-opening or the location of the school where they will be placed. A special holiday may be declared for emergencies or special reasons.

CLASS SCHEDULES

2012

Orientation Days		Start Dates	
2/2/12	@ 8:00 AM	2/07/12	@ 8:00 AM
3/29/12	@ 8:00 AM	4/03/12	@ 8:00 AM
5/10/12	@ 8:00 AM	05/15/12	@ 8:00 AM
7/05/12	@ 8:00 AM	7/10/12	@ 8:00 AM
8/16/12	@ 8:00 AM	8/21/12	@ 8:00 AM
10/11/12	@ 8:00 AM	10/16/12	@ 8:00 AM
11/29/12	@ 8:00 AM	12/4/12	@ 8:00 AM

All classes are Tuesday – Saturday
8:00 am – 4:30 pm (Closed Sundays & Mondays)

ORIENTATION

The orientation at the College is mandatory that you attend, and you cannot start school until you have attended the orientation. Orientation is approximately 4 hours and is held on Thursday at 8:00 am prior to the commencement of a new class start date. All students, transfers, and re-enrollment students are required to attend.

This informational class will set the tone for a pleasant educational experience. It will make you aware of your responsibilities by understanding the procedures and policies of the college, sanitation aspects, rules and regulations, student expectations, time cards, using the time clock and parking on campus, and the expectations of the teaching staff. It will acquaint you with the instructional program, course goals, personnel and student services. It will also be the time that you will receive a list of items necessary for your first days and weeks of your class. Any papers, documentation, payments or verification that you need to complete for the office should be done before attending the orientation session

HOUSING

This school does not offer housing for students.

STUDENT SERVICES

The following services are available to all students of Lawrence & Company College of Cosmetology.

- Job Assistance
- Child Care Facilities
- Transportation

SATISFACTORY ACADEMIC PROGRESS POLICY

This institution expects its students to maintain Satisfactory Academic Progress (SAP) as established by this institution. The Satisfactory Progress Policy is consistently applied to all students enrolled in a NACCAS-approved program whether full time/part time or financial package. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. Only students who maintain satisfactory progress are eligible to receive Title IV funding. The policy complies with guidelines established by the National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS:

Student compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

Cosmetology:	240, 750, 1150, 1550 (scheduled hours)
Teacher Trainee:	100, 200, 400, 550 (scheduled hours)
Manicuring:	80, 200, 360 (scheduled hours)

The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

DETERMINATION OF PROGRESS STATUS:

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Progress determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

ATTENDANCE PROGRESS EVALUATIONS: Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME: The maximum time a student has to complete is 150% of the program length.

ATTENDANCE: All students must maintain at least a 67% cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

ACADEMIC PROGRESS:

The following factors will be measured to determine academic progress:

Theory work (test grades, homework, etc.), Practical work, Laboratory work

Theory and practical work will be graded according to the following scale:

100 – 90	A	Excellent
89 - 80	B	Good
79 – 70	C	Satisfactory
69 – 60	D	Unsatisfactory
Below 60	F	Failing

Students must maintain a “C” cumulative academic grade average (minimum of 70% in theory and practical /clinic work) in order to be considered making satisfactory progress.

REPORT CARDS

Report Cards are issued to students in accordance to their evaluation period and are given out monthly. Report cards reflect the overall attendance and the academic progress of each student.

WARNING

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

PROBATION

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

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

APPEAL PROCEDURE

If a student determined to not be making satisfactory progress, the student may appeal the determination. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Please submit all appeal documentation to your zone Instructor. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Students accepted for re-entering the program who previously, were not making satisfactory progress re-enter in the same status and must attain a satisfactory progress status by the next scheduled evaluation, of re-entry.

NONCREDIT AND REMEDIAL COURSES

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

INTERRUPTIONS, COURSE INCOMPLETENESS, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll within six months of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal. Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's hours will be counted as both attempted and earned hours.

LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical or unforeseen events which may impede them from attending class. Lawrence & Company College of Cosmetology allows for these unique circumstances by allowing a Leave of Absence (LOA) from the program. However, LOA's can only be granted under special circumstances and if the request is formally made in writing by the student and approval is granted by a Lawrence & Company College of Cosmetology.

Whether the circumstances are for personal or unforeseen events LOA's are granted for 30 days. In rare cases, such as a serious medical condition an LOA may be granted for up to 180 days providing there is a written request from the student's physician.

Lawrence & Company College of Cosmetology recommends that unless there is a serious need, **DO NOT** request a LOA. LOA's can only be granted once every 12 months. Students returning from authorized LOA's will retain all credit for clocked hours and projects completed prior to their departure. Additionally, students returning from authorized LOA's will also resume their academic progress status held prior to their LOA departure. A leave of absence extends the student's contract period and maximum time frame by the same number of days.

PLEASE NOTE: Any student who fails to return from their authorized LOA will be considered dismissed (FROM THE LAST DAY OF ATTENDANCE, PRIOR TO THE START OF THEIR GRANTED LOA).

ATTENDANCE

For Satisfactory Progress the students must attend a minimum of 2/3 their scheduled time frame so they can complete within 150% of their contractual completion time.

Full-time students attend classes 30-40 hours per week

3/4 - time students attend classes 26-29 hours per week

We do not distinguish between excused and unexcused absences and a student can make up any missed classes. All students must attend his/her attendance schedule as prescribed in her/his Enrollment Agreement. We presently do not charge for absences, but do charge (at our given rate - \$8.50 per hour) for an over-extended course of study.

GRADING SYSTEM

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equaled to the letter grade. Students must maintain a "C" (70%) accumulative average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

100 – 90	A	Excellent
89 - 80	B	Good
79 – 70	C	Satisfactory
69 – 60	D	Unsatisfactory
Below 60	F	Failing

ENGLISH AS A SECOND LANGUAGE

This institution does not offer English as a Second Language (ESL) course. All prospective students that are accepted for enrollment must be proficient in the English Language.

JOB ASSISTANCE

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Upon graduation, student's name is recorded in an Annual Report and the process of follow-up begins. When students take the State Board examination, it is recorded as a pass or fail. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment of employment needs.

CAREER COUNSELING

Students are counseled individually, as often as necessary. Successful Salon Owners and Stylists are scheduled into the school periodically to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time.

PERSONAL ATTENTION

Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. Particular attention is given to preparation for the California State Board Examination.

TIME ACCRUEL POLICY

The State Board of Cosmetology only recognizes time-clock punched hours of attendance as a result of this requirement, Lawrence & Company College of Cosmetology can only give clock hour credit to students who records their attendance by using the provided time clock to punch in and punch out at the beginning and ending of each day and lunch period. The school calculates time on 15 minute increments.

The grace period for clocking in is seven (7) minutes at the beginning of each class. This seven minute period applies to the starting of the class day and shall not be abused. Once theory classes have been started no one will be allowed to attend school for that day.

At the completion of each day, your weekly time card is prepared from the current daily operations and hours. The daily hours and operations earned are added to the previous totals of the prior cumulative column totals and then transferred to the new cumulative column. The time card **MUST** be signed by the student and instructor daily.

Timecards reflect the student weekly and daily record of hours and operational tasks. It is of the utmost importance that all of your hours and operational tasks are recorded properly and accurately. All timecards need to be legible to ensure accurate credit and proper transfer of time and operational tasks to the roaster of official file.

Timecards are Lawrence & Company College of Cosmetology property and as such, must remain in the school at all times. Upon arrival to school premises and clocking in each student is expected to be properly groomed in required mandated uniform. All non-Lawrence & Company College of Cosmetology academic material or activity is not permitted, nor is it tolerated.

There is a zero tolerance in engaging in non-school activities, reviewing or focusing on materials which are not directly related to a student's course, assignment, or training. A student who engages in these activities will be required to immediately cease such activity and/or clock-out for the remainder of his/her day. Continuous activities of such nature can result in termination and/or suspension.

TIME CARD CREDIT

The following is a guideline for the instructor to issue credits.

- Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit to his/her discretion.
- The portion of the time card titled "Theory Hours Earned" reflects earned through class attendance and instructor has demonstrations.
- The portion of the time card titled "Operations" reflects the hours a student has applied in performing the practical subjects.
- Some practical operations may take longer to perform according to the student's ability to acquire new skills.

Note: The following timed allowances imposed by the California State Board of Cosmetology for each specific operation.

Shampoo/Set = 1 ½ hours (90 minutes)

Hair Cut = ½ to 1 hour (30 – 60 minutes)

Manicure = ½ hour (30 minutes)

Facial = 1 ½ to 2 hours (90 to 120 minutes)

Permanent Wave = 2 to 2 ½ hours (120 to 150 minutes)

Scalp Treatment = ½ to 1 hours (30 to 60 minutes)

The above guide is used by the California State Board of Cosmetology to evaluate the training and preparedness of each student. As such the State Board of Cosmetology does not expect a student to perform three permanent waves per day.

PRIVACY AND FILE ACCESS POLICY

In compliance with the Family Education Rights and Privacy Act (FERPA) of 1974 the school follows policies that:

- * Guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records.
- * Require written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law.
- * Do not allow publication of "directory information" about students.
- * Provide and permit access to student and other School records as required for any accreditation process initiated by the institution (or upon its grant of accreditation, by NACCAS or in response to a directive of NACCAS).

Student access to records must be arranged in advance and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of 50 cents per copy. Cumulative education records are maintained for a minimum of five years after graduation or termination.

The school must make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the School owner as all material and records contained therein are the private property of the School.

Lawrence & Company is not permitted to release Progress Reports or other student records of adult students, 18 years of age or older, to parent, spouses, family members, co-borrowers, guarantors or any other third party without the written consent of the student for each occurrence.

Anyone concerned about an adult student's performance should review the student's written Performance Reports with the student. Release of Student Records Consent Forms are available on request. The school will not release any student records unless the form is filled-out and signed by the student.

TEXTBOOKS, EQUIPMENT & SUPPLIES

Textbooks and Kits will be issued at the beginning of the freshman class. Each student will be issued a complete kit of equipment with carrying case. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending, and stretching and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fill training demand

MEDICATION

All students must inform the Administration Office of all medication ingested during business hours. This includes prescription medication. For the safety of our clients, the college reserves the right to encourage students on heavy medications to work on mannequin.

STUDENT RIGHTS TO CANCEL

- You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund as described in the “Notice of Cancellation” form that will be given to you at the first class you go to.
- Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost, or misplaced, your Notice of Cancellation form the staff at Lawrence & Company College of Cosmetology would be glad to provide you with a copy. Cancellation may occur when the student provides written notice at the following address: Lawrence & Company College of Cosmetology 810 N 10th Avenue, Hanford, CA 93230. This can be done by mail or by hand delivery.
- The written notice of cancellation, if sent by mail, is effective when deposited in the mail with proper postage.
- If the school closes before you graduate, you may be entitled to a refund. For information contact the Bureau for Private Post Secondary and Vocational Education at the address and phone number listed below.

**The Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento CA 95833
(888) 370-7589**

GRIEVANCE PROCEDURE

If you have a problem with an individual, try to resolve the matter with that person. If the problem cannot be resolved, our Supervisor can act as a buffer so both parties may discuss their problems calmly and with a third party to assist in resolving the matter. If needed the problem may be taken up with the Administration Office. This chain of command permits the proper flow of information and allows the system to function more efficiently and effectively. This produces more positive results, rapid action/reaction and consistency. Any serious grievances must be in writing and described in detail regarding any allegation that may be affecting one's education. The grievance must be submitted within (5) five business days to Administration from the date that the incident occurred. Administration will evaluate the grievance within 5-10 business days and submit a written response back to the student. Should the student disagree with the decision of Administration, an appeal must be filed within 5-10 business days. The committee should provide written notice to the student of its decision within a reasonable time frame (5-10 days). The decision of the committee shall be final. If the organization is unable to assist you in this matter, seek the Board for Private Postsecondary Education, 2535 Capitol Oaks Drive, Ste 400, Sacramento, CA 95833. Also see notice of Student Rights.

SCHOOL POLICIES

ATTENDANCE SCHEDULE

THEORY		SALON CLINIC FLOOR	
Sunday and Monday - Closed		Sunday and Monday - Closed	
Tuesday	8:00 am – 9:45 am	Tuesday	10:00 am – 4:30 pm
Wednesday	8:00 am – 9:45 am	Wednesday	10:00 am – 4:30 pm
Thursday	8:00 am – 9:00 am	Thursday	9:15 am – 4:30 pm
Friday	No Theory	Friday	8:00 am – 4:30 pm
Saturday	No Theory	Saturday	8:00 am – 4:30 pm

The schedule includes two fifteen minute breaks, one in the morning and one in the afternoon, and a 30 minute mandatory lunch break past six hours of clocked time. Due to customer services, lunch and break times may vary. Breaks do not carry over from one part of the day to the other. Timecards must be left at the front desk while clocked out.

Time Clock Policy:

Hours must be documented for the California Board of Barbering and Cosmetology on the time clock.

Students shall comply with the following procedure:

1. Students shall clock only themselves in and out.
2. Students shall clock in and out for every break and lunch given, failure to do so will result in the lack of credit for unrecorded time.
3. Students are given credit only for the time shown on the time clock.
4. If you need to leave the building and it is not your break/lunch, you must consult an instructor first.

Students are expected to arrive on time.

8:08-8:15 = 15 minutes late

8:38-8:45 = 45 minutes late

8:23-8:37 = 30 minutes late

8:53-9:07 = 1 hour late

Student Operating Records

The California Board of Cosmetology requires each subject to be taught a specific number of hours. These hours are submitted to the Board to verify completion in the subject/performance for the course. It is the student's responsibility to maintain current operating records. Students are expected to complete their operating records according to the following guidelines:

1. Record hours and performances daily
2. Always use a pencil
3. Write clearly and legibly
4. Turn in operating record at the end of the week or as directed by staff
5. Students shall have operating record signed by an instructor daily
6. Students are to achieve applied effort daily by completing 6 operations (Cosmetology course 4 must be in hair). For the privilege of personal service the student must have 4 approved State Board operations in hair completed and signed by an instructor.

Absent and Late to Class Policy

Students should call the school at 584-1192 at the beginning of the scheduled day to inform a staff member if they will be late or absent and expected return. Failure to report absence will result in suspension for one day/Saturday's three days. Cut off time for late students is 12:00 pm. Saturday is a mandatory day. Cosmo students are allowed a total of 40 hours for Saturday absences during their course, Manicurists 8 hours and Teacher Trainee 16 hours. Absences after allowed hours will be charged at \$15.00/per hour paid on the following day of attendance. If a student is late 8:08 on theory days, the student will not be allowed to clock in for the entire day, unless they can show written documentation of reason. Students are allowed 160 (Cosmo), 60 (Teacher Trainee) and 40 (Mani) absent hours for the duration of the 1600/600/400 hour program (there are no excused absences). For each additional hour needed to complete the program, the student shall pay \$8.50. Excessive absences may result in dismissal from the program. Students suspended for non-compliance of school policies will be counted absent and will be held responsible for all overtime charges incurred by the absence.

Dress Code Policy

Lawrence & Company has established a standard dress code for all students to maintain a professional atmosphere. Students not in stated dress code, poor grooming and/or lack of hygiene may be asked to leave school and return upon fulfilling proper school guidelines of uniform and hygiene, which will also result in a loss of hours.

The dress code:

- * Solid black ankle length pants (must be slacks - no exceptions) or solid black skirts below the knee
- * Solid black shirts that cover the underarm, midriff and chest, no colored stitching, rhinestones, etc.
- * Dresses must be solid black and below the knee
- * Closed toe leather/vinyl shoes that support long hours of standing. Any heels must be no taller than 2 inches.
- * Socks, nylons, peds must be worn at all times
- * Sweaters or jackets worn on the clinic floor must be black
- * No revealing tops (sheer tops must have lining)
- * No denim – pants or jackets
- * No shorts
- * No overalls
- * No caps, hats, headbands, or bandanas
 - No leggings
 - Name tag must be worn at all times.
 - Aprons must be worn at all times, students who forget their aprons may rent one for \$1.
 - Students are to remain in dress code while clocked in (you may change for work etc, with permission only.
 - Graduates returning to practice or attend State Board class must be in school uniform and follow all rules.
 - Uniforms must be kept clean, neat and without alterations. Soiled, stained or wrinkled uniforms are not allowed.

Telephone Calls & Cell Phones

- * Personal phone calls will not be taken by staff
- * All personal phone calls need to be made during breaks and/or lunch. Office phones are not available for personal, non-emergency calls.
- * Students will receive emergency calls (i.e. accident, sick child, etc.).
- * During class and clinic time, cell phones need to be turned off or set to “silent” mode and stored away.

Equipment and Personal Items

Lawrence & Company and/or staff are not responsible for lost or stolen kit items or personal items. It is the student's responsibility to replace such items. Lockers are available; however, there is a \$5 deposit that will be refunded when locker key returned. Students are expected to have books and equipment ready for class every day.

Parking

Students are to park in the west side, and rear of the school only. Students are not allowed to park along the front of the building. Please reserve this space for clients to park.

Smoking

This is a non-smoking facility. All smoking shall be done off school property.

Emergency Evacuation Plan

- * There are four main exits from the building; two in the rear and one in the front and one in the classroom
- * In case of emergency/fire, calmly leave the building through the closest exit
- * Fire extinguishers are located in the following areas throughout the school:
- * In the front of the school by the dryers and on the wall between the restrooms

Student Code of Conduct

No student shall consume or possess any alcoholic beverage, beer, and/or wine on school premises or at lunch. Nor shall any student unlawfully manufacture, distribute, dispense, possess, or use a controlled substance on school premises or at lunch. If the presence of alcohol and/or drugs is suspected:

- * The instructor or staff member may request the student to submit to a blood test and/or breath analysis at the student's expense, and the student must give written authorization to release test results to the program director
- * The student may be dismissed from the facility. The student who is dismissed will be instructed to secure transportation home rather than operate a vehicle.
- * Any student who has a positive test for alcohol or drugs in class or on the clinic floor may be dismissed from the program

Assault and Battery

No student shall threaten or commit a physical or sexual attack on faculty, staff, clients, or another student. No student shall force or threaten another student, faculty, or staff member to have sexual contact against the person's will. Any student charged with sexual assault on or off school premises may be prosecuted under criminal statutes.

Unlawful Discrimination or Harassment

No student shall engage in harassment of another student, instructor, or staff member of this school. This shall include harassment based on gender, race, age, disability, religion, national origin, or other basis permissible under the law. This includes verbal, physical, or other conduct. Persons violating this policy shall face student discipline and/or suspension or termination from the program.

Cheating

No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism, or other forms of academic dishonesty such as acquisition without permission of tests or other material and/or distribution of these materials. Such behavior may result in the loss of grade and/or suspension.

Theft/Vandalism

No one shall engage in the theft of or damage to property belonging to another person or to the school. Such behavior shall result in the dismissal from the program.

Disruptive Behavior

No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of themselves or another student or staff member. If misconduct in the classroom or clinic floor warrants an immediate suspension for the remainder of the class time, the instructor may do so without prior warning. If the student does not voluntarily leave the premises, the police department may be called to remove the student. Further action may be taken against the student.

Students Clocked Out

Lawrence & Company instructors and staff members reserve the right to clock students out for the following reasons:

1. Insubordination
2. Using profane or degrading language, gossip, or vulgar gestures
3. Unprofessional behavior toward client, student, instructor, or staff member
4. Refusing client services
5. Refusing to perform sanitation duties
6. Possessing or using alcohol or illegal drugs
7. Improper attire
8. Lounging/sleeping in class
9. Any behavior that is disruptive or interferes with the learning process.

*** Students who are suspended at any time are not permitted on campus for the duration of suspension unless to speak with administrative staff.

Termination Policy

Students may be terminated from the program for the following reasons:

1. Excessive absences
2. Unsatisfactory progress in practical and/or theory
3. Non-payment of fees due
4. Violation of school policies as listed in the school catalog
5. Lawrence & Company reserves the right to terminate a student's enrollment from the program if the student does not meet the school's expectations or is not technically qualified to pass the program requirements.

Student Family Discount

We offer a service discount of 20% off the menu price for immediate family members, Family member discount includes mother, father, sister, brother, spouse, or children. This does not apply with other discounts.

Personal Services

The clinic floor instructor may grant permission for students to perform personal services on Tuesday, Wednesday and Thursday only. Students who are on probation are not allowed personal service while clocked in. Pricing can only be given by an instructor. The services must be paid for at a cost of 50% off the regular menu price. Discounted personal services are not available during suspension, leave of absence or non-contracted hours. Clients come first and a student may be asked to stop a personal service to accommodate the client.

Sanitation Duties

Students are expected to maintain the highest level of infection control. Each student is responsible for cleaning his/her own station, chair, floor and equipment. Students will also be assigned a daily sanitation duty to help keep the school clean. The duties are assigned by rows. Any waste or spills must be cleaned immediately. Equipment must not be left in shampoo bowls and hair must be removed after each shampoo.

California Board of Barbering and Cosmetology Inspection

Lawrence & Company is subject to unannounced inspections by the California Board of Barbering and Cosmetology. All rules and regulations provided by the State Board shall be followed at all times. State Board of Barbering and Cosmetology fines incurred by the school will be charged to the student.

Student Records

It is the schools policy to maintain a current name, address, and phone number with the school. Inform the school office of any changes immediately.

General Program Policies

All students are expected to:

1. Attend school regularly and arrive on time.
2. Clock only themselves in and out every day and for all breaks and lunch.
3. Be in the stated dress code.
4. Behave in a professional manner at all times.
5. Keep their work area clean and sanitary and clean up after themselves.
6. Have operating records signed daily.
7. Perform sanitation duties daily and have them checked and signed.
8. Be prepared to perform any service and have the necessary equipment.
9. Participate in the learning process.
10. No food is allowed in classroom or lab/clinic floor. Only water can be stored at your station.

11. To receive theory hour credit at school, student must clock in and out of the beginning and end of each chapter of your textbook or workbook you are studying, and do either a chapter outline or notes on the subject work on the appropriate section of your workbook.
12. It is the student's responsibility to make up any missed work due to absence . The student shall contact the instructor as soon as they return.

Additional Clinic Floor Procedures

1. Students are not allowed to refuse services or trade services without the consent of the instructor. Students refusing to perform client services shall be clocked out for the day.
2. Visitors are not allowed in classroom, break room or lab/clinic floor.
3. Students cannot give services or product other than what is listed on service ticket.
4. Students must have permission from an instructor before helping another student with a client to receive credit.
5. Students must not visit with each other while working on clients.
6. Students shall have all services checked by the instructor before the client leaves.
7. Students shall keep work area clean and sanitary at all times.
8. Students leaving early must obtain permission from instructor and complete an absent slip.
9. Students are not allowed to loiter in the reception area or behind the desk.
10. Appointments are made by the front desk and are not to be changed without instructor's permission.
11. Students shall keep the dispensary and break room clean at all times.
12. Students shall comply with California State Board & Barbering Rules and Regulations at all times.
13. Students are not allowed to bring their children to school unless receiving personal services.

Other Course Rules and Regulations

1. It is the student's responsibility to notify the appropriate office personnel three days before completing your Pre-Application to allow time for filling out paperwork. Any overtime fees incurred must be paid prior to pre-application. Cosmetology 1200 hours and Manicuring 240 hours. Please keep in mind you only have 7 days from the date in order to qualify to pre-app.
2. On graduation day you must come to school in dress code to complete your applied effort.
3. All monetary obligations to the school must be paid in full one week prior to graduation. Failure to do so will result in no graduation ceremony and completion documents will not be submitted to California Board of Barbering and Cosmetology.
4. If a student will be transferring to another school for any reason, they will be required to pay any monies owed before Lawrence & Company will release any documentation of hours.
5. Lawrence & Company does not offer childcare. Please do not bring your children to school.

GROUNDS FOR DISMISSAL

- A. ZERO TOLERANCE FOR ALCOHOL AND DRUGS**
- B. 7 OR MORE ABSENCES WITHOUT NOTIFICATION**
- C. DEGRADING LANGUAGE, VULGAR GESTURES AND/OR GANG RELATED**
- F. FIGHTING OR PHYSICAL/MENTAL ABUSE**
- G. RUDNESS TO CLIENTS, FELLOW STUDENTS AND OR TEACHERS/STAFF**

These policies and rules are designed to encourage and enforce good ethics and positive habitual practices. The staff at Lawrence & Company College of Cosmetology is committed to your success ensuring your successful cosmetology entrepreneurship.

REFUND POLICY

REFUND POLICY-NOTICE OF CANCELLATION

- Refund applies to all terminations for any reason by either party including applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within seven business days of signing the enrollment agreement, all monies collected by the school will be refunded even if the student has begun classes. The “formal cancellation date” will be determined by the postmark on written notification, the date said notification is delivered to the school, or 30 days after the last day of attendance or the expiration date of an approved Leave of Absence. Attendance is monitored daily.
- If a student cancels the enrollment more than seven days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the application fee in the amount of \$25 will be made. For students who enroll and begin classes but withdraw prior to course completion all monies will be refunded minus any equipment, which is non-refundable.
- Any monies due the applicant or student shall be refunded within 45 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the student’s immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student’s enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions.
- Students who withdraw or terminate prior to course completion are charged a cancellation or withdrawal fee of \$75.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement. The cost of the kit and supplies are not refundable due to sanitary reasons.
- If a Title IV financial aid recipient* withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; second to subsidized Federal Staff or Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.
- Any student that obtains a loan to pay for an educational program has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

***The School is not currently eligible to participate in federal Title IV Financial Aid Programs**

Hypothetical Example (Clock Hours Program) State Pro-rata Policy: Assume that a student, upon enrollment in a 1600 hour course, pays \$2875.00 for tuition, \$25.00 Application fee, \$75.00 Registration fee and \$1,558.80 documented cost to school, for equipment as specified in the enrollment agreement and withdraws after completing 600 hours without returning (due to sanitary reasons) the equipment he/she obtained. The prorated refund to the student would be \$1696.87 based on the calculation stated below.

Hourly Cost of Tuition	Hours of Tuition Paid	Hours Paid for but not received	Calculation of Earned Tuition	Refund Calculation of Tuition	Final Refund Calculation
$\$2875.00 \div 1600 = \1.796875	$\$2875.00 \div \$1.796875 = 1600$	$1600 - 600 = 1000$	$600 \times \$1.796875 = \$1,078.13$	$1000 \times \$1.796875 = \$1,796.88$	Total Paid: \$4533.80 Less: App. Fee \$ 25.00 Reg. Fee \$ 75.00 Withdrawal fee \$ 100.00 Equipment \$ 1,558.80 Tuition <u>\$ 1,078.13</u> Total Refund \$ 1696.87

Amount Paid for instruction reflects the total amount paid to the school for tuition, fees and all other charges for which the student has paid EXCEPT the value of equipment, books, and supplies **WHICH ARE NOT REFUNDABLE.**

*****NOTE:** This institution calculates refunds according to BPPE and NACCAS requirements.

For the purpose of determining the amount you owe for the time you have attended (including the hours of training offered to the student but not attended by the student), you shall be deemed to have withdrawn from the course when any of the following occurs:

- a) You notify the school of your withdrawal or the actual date of your withdrawal.
- b) The school terminates your enrollment due to academic failure or for violation of its rules and policies sated in the catalog.
- c) You fail to attend classes for a three-week period, In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
- d) You fail to return on schedule from an approved Leave of Absence. Termination date will be the scheduled date of return.

Cosmetology hours are transferable from one Cosmetology school to another. The Pro-Rated refund policy will be applied if you have earned any clock hours beyond the cancellation period of seventh day. An exception to this policy is as follows: A student whom elects not to accept the verification of training hours or does not elect to pursue a program of cosmetology at another institution shall be entitled to a pro-rata refund of tuition. A list of all students enrolled at the time of school closure and pro-rata refund will be supplied to NACCAS.

G. If a course is cancelled subsequent to enrollment, the school shall at its option:

1. Provide a full refund of all monies paid; or
2. Provide completion of the course.

If you receive a student loan (s) to cover the cost of the program, any refund you receive will be returned to your lender to reduce your loan debt. If the amount of your refund exceeds the unpaid balance of the student loan (s) you received the excess will first be applied to any other aid programs from which you are receiving funding, any remaining balance will then be returned to you.

RECOVERIES

In any case where a refund is due, the application of the refund will be made as follows:

Refunds due to the lender (only if a loan was used) will be made within 30 days. Refunds due to the student directly will be issued within 45 days. Upon a student's request of a transfer to another accredited institution, Lawrence & Company College of Cosmetology will proceed to process all academic and financial documentation for a successful transfer of the student, if all financial obligations have been met.

TUITION AND FEE SCHEDULE

Effective 02/11

COURSE	TUITION	REG FEE	APP FEE	KIT/BOOKS & SUPPLIES	STRF Non-Refundable (See Below)	TAX	TOTAL	WEEKS
Cosmetology	\$3175.00	\$75.00	\$25.00	\$1440.00	\$7.50*	\$104.40	\$4819.40**	40-44
Manicuring	\$1375.00	\$75.00	\$25.00	\$965.00	\$5.00*	\$69.96	\$2599.96**	10-12
Instructor	\$2500.00	\$75.00	\$25.00	\$955.00	\$7.50*	\$69.24	\$3624.24**	15-18

* STRF fee is paid by this institution.

** Charges for the period of attendance and the entire program.

STUDENT TUITION RECOVERY FUND (STRF):

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.

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.

EXTRA INSTRUCTION CHARGES:

Students are expected to complete their training within the maximum time allowed as specified in the Enrollment Agreement. If a student exceeds the time frame as outlined in their Enrollment Agreement, an extra instruction charge will be made for the balance of the hours required for the completion of the course at the following rate per hour.

COSMETOLOGY: \$8.50/hour MANICURING: \$8.50/hour INSTRUCTOR TRAINEE: \$8.50/hour

The college reserves the right to change the tuition and fees and make subject changes without prior notice when necessary. Any change will not affect attending students.

BRUSH-UP STUDENTS: Students requiring preparation for the State Board Exam will be billed at the hourly rates, depending on which license they are applying for and a registration fee of \$75.00 and application fee of \$25.00. Students must furnish their own equipment.

METHOD OF PAYMENT/TUITION POLICIES AND FEES

During our interview of prospective students, the financial advisor will develop a personalized payment program for each individual who wishes to pay their own way through school.

ALL TUITION AND FEES ARE PAYABLE IN ADVANCE unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly and monthly) are available. Students have the option of applying for a loan through TFC Financial. The following are the interest rates for each program.

Cosmetology: 12% for 12 months then 15% for remaining 4.

Manicuring: 18% for 5 months.

PRE APPLICATION FOR STATE BOARD EXAM

Students may pre-apply for their State Board Examination when they attain the following hours:

1200 Cosmetologist

400 Manicuring

A student must complete the pre application paperwork within one week of attaining the prescribed hours. Through the pre-application process students will have the ability to the State Board examination within ten business days of their anticipated completion date. It is the student's responsibility to file these papers with the State Board of Barbering and Cosmetology. The School will assist in completing these forms.

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

DRUG ABUSE PREVENTION PROGRAM

Lawrence & Company College of Cosmetology makes the following information available to its students and instructors.

Individuals associated with Lawrence & Company College of Cosmetology who are seeking information, counseling, and/or assistance concerning Drug Abuse Prevention may call or visit the following agency.

Cornerstone Alcohol & Recovery Systems, Inc. 817 W. 7 th Street Hanford, CA 93230 (559) 583-2030
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DISCLOSURES:

- 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 Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, T (888) 370-7589 F (916) 263-1897
- 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.
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website at www.bppe.ca.gov.
- This institution has no pending bankruptcies, is not operating as a debtor or possession, has not filed a petition within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

Acceptance of the proof of training you earn in cosmetology, manicuring, or teacher training is at the complete discretion of the institution you may seek to transfer. If the clock hours or operations 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 Lawrence & Company College of Cosmetology to determine if your clock hours operations will transfer.

DISCLOSURE AND RETENTION OF STUDENT RECORDS

Adult students and parents of minor students* have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present during the process. Education records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution. School will maintain files for five (5) years. After this period, records are destroyed. Students are not entitled to inspect the financial records of their parents. Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. See FERPA Act (Page 11)

*Emancipated minors not included

CURRICULUM FOR COSMETOLOGY COURSE - 1600 HOURS CIP#120401

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

(b) For the purpose of this section technical instruction shall mean instruction by demonstration, lecture, classroom participation, examination or independent study; practical operations 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:

Educational Goals:

The cosmetology course of study is designated to assist the student's capability to pass the Bureau of Barbering and Cosmetology licensing examination. Passing the exam is prerequisite in order to obtain a Cosmetology License. The license is a requirement to operate as a cosmetologist in the state of California (D.O.T. #332.271-010, CIP#120403)

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

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

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

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

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

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

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

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

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

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

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

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

Laws and Regulations (20 Hours of Technical Instruction):

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

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

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.

Disinfection and Sanitation (20 Hours of Technical Instruction):

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

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

Anatomy and Physiology (15 Hours of Technical Instruction):

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

(3) 200 Hours of Technical Instruction and Practical Training in Esthetics

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

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

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

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

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.

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

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

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

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

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

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

Salon Management Training, etc. (15 hours Technical Instruction): The school also provides training in the area of resume development, communication skills, interview preparation, professional ethics, salesmanship, decorum, record keeping, and client records.

COSMETOLOGY COURSE OUTLINE – 1600 Hours

DESCRIPTION: The Cosmetology Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

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

- Acquire knowledge of laws and rules regulating California's Cosmological Establishment's practices.
- Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
- Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
- Acquire business management techniques common to cosmetology.
- Learn the proper use of implements relative to all cosmetology services.
- Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders
- Project a positive attitude and a sense of personal integrity and self confidence.
- Communicate affectively and interact appropriately with colleagues, supervisors and clients.
- Perform the basic manipulative skills in the areas of hairstyling, hair shaping, haircoloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.

TEXTBOOKS:

- A. Milady's Cosmetology Textbook
- B. Milady's Theory Workbook

REFERENCES: A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURE: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equaled to the letter grade. Students must maintain a "C" (70%) accumulative average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

100 – 90	A	Excellent
89 - 80	B	Good
79 – 70	C	Satisfactory
69 – 60	D	Unsatisfactory
Below 60	F	Failing

Job Opportunities

The following career opportunities are open to licensed cosmetologists: Hairdresser, esthetician, nail artist, colorist, makeup artist, perm specialist, artistic director, fashion show stylist, beauty care marketing, trade show director, image consultant, photo and movie stylist, beauty product designer, product manufacturer representative, educator, platform artist, beauty business consultant, cosmetic and fragrance designer, school instructor, salon owner, salon coordinator, salon franchisee, and salon manager.

CURRICULUM FOR MANICURING COURSE (400 HOURS)

Curriculum for Manicuring Course 400 Clock Hours

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

Educational Goals:

The manicuring course of study is designed to improve the student's capability to pass the Board of Barbering and Cosmetology licensing examination. Passing the exam in prerequisite in order to obtain a Manicuring License. The license is a requirement to operate as a manicurist in the state of California (DOT#331.674-010).

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

1. **The Barbering and Cosmetology Act and the Board's Rules & Regulations** (Minimum Hours of Technical Instruction 10)
 2. **Cosmetology Chemistry** related to manicuring practices. (Shall include the chemical composition and the purpose of nail care preparations. (Minimum Hours of Technical Instruction 10)
 3. **Health and Safety/Hazardous Substances:** Shall include training in chemicals and health in establishments ,material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS & Hepatitis B. (Minimum Hours of Technical Instruction 15)
 4. **Disinfection and Sanitation:** Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and Equipment. (Minimum Hours of Technical Instruction 10/Minimal Practical Operations 10)
 5. **Bacteriology, Anatomy, and Physiology** (Minimum Hours of Technical Instruction 10)
Hours of Technical Instruction 10)
 6. **Water and Oil Manicures**, including hand and arm massage. (Minimum Hours of Technical Instruction 15/ Minimum Practical Operations 20)
 7. **Complete Pedicure, including foot and ankle massage.** (Minimum Hours of Technical Instruction 10/ Minimum Practical Operations 20)
 8. **Application of Artificial Nails,**
 - (A) **Acrylic: Liquid and Powder Brush-on** (Minimum Hours of Technical Instruction 15/ Minimum Practical Operations 80 nails)
 - (B) **Nail Tips** (Minimum Hours of Technical Instruction 10/ Minimum Practical Operations 60 nails)
 - (C) **Nail wraps and repairs** (Minimum Hours of Technical Instruction 5/ Minimum Practical Operations 40 nails)
- Salon Management Training, etc.** (10 hours Technical Instruction): The school also provides training in the area of resume development, communication skills, interview preparation, professional ethics, salesmanship, decorum.

MANICURING COURSE OUTLINE – 400 Hours

DESCRIPTION: The Manicuring Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in the Manicuring or related career field.

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

- Acquire knowledge of laws and regulating California Cosmetological establishments' practices.
- Understand sterilization procedures.
- Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
- Acquire business management techniques common to manicurist.

SKILLS TO BE DEVELOPED

- Use of proper implements relative to all manicuring, pedicuring and artificial nails.
- Develop the knowledge to recognize the various skin conditions and disorders.
- Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders.
- Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

PROFESSIONAL ACCUMEN DEVELOPMENT

- Appreciation for skilled workmanship common to manicuring.
- A positive attitude towards the public and fellow students and employees.
- Honesty and integrity and respect.
- Ethical and professional interpersonal skills towards your patrons and colleagues.

TEXTBOOKS:

A. Milady's Nail Technology Textbook

B. Milady's Theory Workbook

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURE: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equaled to the letter grade. Students must maintain a "C" (70%) accumulative average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

100 – 90	A	Excellent
89 - 80	B	Good
79 – 70	C	Satisfactory
69 – 60	D	Unsatisfactory
Below 60	F	Failing

Job Opportunities

The following career opportunities are open to licensed manicurists: nail technician, nail artist, beauty care marketing, trade show director, beauty product designer, product manufacturer representative, educator, beauty business consultant, school instructor, salon owner, salon franchisee, and salon manager.

CURRICULUM FOR INSTRUCTOR TRAINING COURSE (600 HOURS)

Educational Goals: The curriculum for students enrolled in an instructor training course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of cosmetology, as defined in section 7316 of Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the instructor trainee of teaching techniques and principles. Please note 110 hours will be devoted to clinic/theory experience which shall include all phases of being an Instructor. At this time the State of California has no licensing for the Instructor Training course

Subject	Minimum Hours Technical Instruction	Minimum Practical Operations
1. The Cosmetology Act and the Board's Rules & Regulations	10	
2. Preparatory Instruction A. Instructional techniques: method of instruction, lecture; demonstration, performance, communication skills, instructional aides and the use of questions to promote learning. B. Organization techniques: 4 step teaching method: performance objectives and learning domains, etc. C. Lesson Planning: Subject, title, outlines, development and visual aids, etc. D. Techniques of Evaluation: Purpose of tests, types of tests, test administration, scoring and grading, etc.	40 30 60 10	 50 50
3. Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations. (Shall be conducted under the supervision of a licensed instructor).	140	
4. Supervising and training of students while they are participating the art of cosmetology on a live person or mannequin in a classroom or laboratory.	100	

*** A student enrolled in the instructor training course may not engage in the school in a complete service connected with any practice or combination of practices of cosmetology upon a paying patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.

INSTRUCTOR TRAINEE COURSE OUTLINE

600 Hours

PERFORMANCE OBJECTIVES

- Teach related information, manipulative operations and techniques.
- Use various teaching aids, such as instruction sheets, visual aids and tests.
To provide information about:
 - a. Specific teaching techniques used by the vocational teacher in the working area and in the classroom.

TO DEVELOP AN APPRECIATION OF:

- The necessity for constant effort towards achievement of professional competency as a teacher.
- The importance of developing personal characteristics that contributes to success in teaching.

SKILLS TO BE DEVELOPED

- Develop occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students.
- Develop lesson plans, outlines, procedures and tests that will insure students comprehension and will instill the will to learn in even the most difficult student:
- Development of a course content reflecting comprehensive, con-related unit of study.
- Development of instructional materials that will facilitate set-up and preparation of class.
- Development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

JOB OPPORTUNITIES:

The following career opportunities are open to licensed teachers: beauty care marketing, trade show director, beauty product designer, product manufacturer representative, educator, beauty business consultant, school instructor, salon owner, salon franchisee, and salon manager.

GRADUATION REQUIREMENTS:

When a student has completed the required number of theory hours and the number of practical operations of a Cosmetologist, Instructor Training or Manicurist with a GPA of "C" (70%) or better, completed and handed in their portfolio *(see portfolio requirements) and financial responsible has been met prior to graduation. The student will be awarded a certificate of completion certifying completion of all requirements. All students are assisted with the necessary documentation to file the appropriate State Board of Barbering and Cosmetology Examination upon graduation.

*Portfolio Requirements:

Portfolios as a requirement of graduation are meant as a tool to help our students showcase their individual work and talent, and to motivate them to continue to learn and become the experts they would like to be. It will also assist them in their search for employment, lending them confidence to display what they know how to do and have done well.

Students must complete a portfolio including a resume that must be submitted two weeks prior to reaching 1600 hours to allow time to review, apply a grade, and make any necessary changes.

The portfolio shall include the following:

- * A completed resume including a cover letter that has been drafted, proof-read and edited for thoroughness
- * At least 15 photos in good quality that show detail and harmony of style to the best effect.
- * A binder, folder, or folio to securely contain elements of the portfolio to the best effect.

These are the minimum portfolio requirements for graduation from Lawrence and Company; this does not mean that we do not encourage our students to go above and beyond these minimum requirements.

LICENSING REQUIREMENTS:

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

FACULTY ORGANIZATIONAL CHART

Rachel Lawrence Owner/Director	Joni Marciano Owner/Associate Director	
Mrs. Ida Macias Supervisor Instructor		
Mrs. Teresa Gonzales Instructor	Mrs. Andrea Alexander Instructor	Mrs. Linda Bryant

EDUCATIONAL FACULTY QUALIFICATION LIST

Mrs. Ida Macias – Instructor	Year Attained
Licensed Cosmetologist	1978
Licensed Instructor	1982
Certificate of Authorization	2006
Mrs. Teresa Gonzales - Instructor	
Licensed Cosmetologist	1987
Certificate of Authorization	2006
Mrs. Andrea Alexander - Instructor	
Licensed Cosmetologist	2002
Mrs. Linda Bryant - Substitute Instructor	
Licensed Cosmetologist	1978
Certificate of Authorization	2005

