ACADEMY OF BEAUTY

3834 MAIN STREET
CULVER CITY, CALIFORNIA 90232
(310) 837-0411
www.TheAcademy.LA

SCHOOL CATALOG

For the period of
01/01/2012 to 12/31/2012

AS PROSPECTIVE STUDENT, YOU ARE ENCOURAGED TO REVIEW THIS CATALOG PRIOR TO SIGNING AN ENROLLMENT AGREEMENT. YOU ARE ALSO ENCOURAGED TO REVIEW SCHOOL PERFORMANCE FACT SHEET, WHICH MUST BE PROVIDED TO YOU PRIOR TO SIGNING AN ENROLLMENT AGREEMENT.

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MISSION STATEMENT
&
EDUCATIONAL OBJECTIVES

MISSION STATEMENT:
AT ACADEMY OF BEAUTY, OUR PRIME OBJECTIVE IS TO OFFER TRAINING THAT PREPARES THE STUDENTS TO ACQUIRE THE KNOWLEDGE AND SKILLS NECESSARY TO PASS THE CALIFORNIA STATE BOARD EXAMS AND OBTAIN THE PRACTICAL LICENSE IN COSMETOLOGY, MANICURING, ESTHETICS, AND COMSETOLOGY INSTRUCTOR. IN THIS PROCESS, OUR SECONDARY OBJECTIVE IS TO MAXIMIZE THE DEVELOPMENT AND PERSONAL GROWTH OF EACH STUDENT AS A TOTAL PERSON, TO HELP EACH STUDENT DISCOVER HIS/HER POTENTIAL AND EVENTUALLY FUNCTION AS COSMETOLOGY ENTREPRENEURS, HAIR & NAIL ARTISTS, SKIN CARE SPECIALISTS, AND TEACHERS OF THE FUTURE.

EDUCATIONAL OBJECTIVES
OUR PRIME VOCATIONAL OBJECTIVE IS TO TRAIN AND PRODUCE GRADUATES WITH THE NECESSARY TRAINING TO SEEK AND FIND EMPLOYMENT IN FAST GROWING 20+ BILLION DOLLARS A YEAR BEAUTY INDUSTRY. THE SUCCESSFUL STUDENT SHOULD BE ABLE TO FUNCTION EFFECTIVELY IN ONE OF THE MANY SPECIALTY AREAS SUCH AS: HAIR STYLIST, HAIR COLORIST, SKIN CARE SPECIALIST, MAKE-UP ARTIST, OR WAX EXPERT. THE NORMAL PROGRESSION SHOULD MOVE HIM/HER TO POSITIONS SUCH AS BEAUTY SALON/SPA MANAGER, BEAUTY SALON/SPA OWNER, OR COSMETOLOGY INSTRUCTOR.

THE DAILY TRAINING OPERATION OF ACADEMY OF BEAUTY IS UNDER THE INSTRUCTION OF QUALIFIED INSTRUCTORS WHO BRING MANY YEARS OF VALUABLE EXPERIENCE WITHIN THE BEAUTY INDUSTRY AND BELIEVE IN CONTINUING THEIR EDUCATION TO KEEP ABREAST OF THE VAST CHANGES IN OUR INDUSTRY. OUR INSTRUCTORS BRING MANY YEARS OF ADMINISTRATIVE EXPERIENCE AS WELL AS TECHNICAL KNOWLEDGE TO THE PROGRAM. THIS EXPERIENCE COMPLIMENTS THEIR GREAT EDUCATIONAL AND MANAGERIAL TALENTS AND EXPERTISE. THE TEACHING AND TRAINING AT OUR INSTITUTE REPRESENTS THE SPECTRUM OF COSMETOLOGY KNOWLEDGE AND EXPERIENCE. OUR INSTITUTE OFFERS A CHALLENGING TEACHING AND LEARNING ENVIRONMENT DESIGNED TO MAXIMIZE THE STUDENTS' OPPORTUNITY FOR SUCCESS IN ONE OF TODAY'S MOST EXCITING CAREER FIELD- THE BEAUTY INDUSTRY.

THE QUALITY OF ACADEMY OF BEAUTY FACULTY IS EXHIBITED DAILY IN THE CLASSROOM AND 0N THE CLINIC FLOOR. THE SCHOOL ALSO INVITES, ON A REGULAR BASIS, GUEST SPEAKERS, EDUCATORS, HAIR STYLISTS, AND PRODUCT MANUFACTURERS WITH PROVEN EXPERTISE FROM VIRTUALLY ALL AREAS OF THE BEAUTY INDUSTRY. THESE EXCITING ACTIVITIES ARE CARRIED OUT IN AN ENVIRONMENT THAT IS CHARACTERIZED BY:

- A MODERN FACILITY THAT SIMULATES SALON CONDITIONS TO HELP STUDENTS "LEARN BY DOING"
- AN EDUCATIONAL PHILOSOPHY THAT DEMANDS STUDENT'S ADHERENCE TO EXEMPLARY PROFESSIONAL CONDUCT AND STANDARDS.
- AN INSTRUCTIONAL METHODOLOGY THAT PROVIDES CONTINUAL INSTRUCTIONS DURING THE COMPLETE TENURE OF STUDENT TRAINING.

THE STRICT OBSERVANCE OF HIGH PROFESSIONAL STANDARDS ENHANCES THE STUDENTS' FUTURE OPPORTUNITIES FOR HIGHER PAYING VOCATIONAL EMPLOYMENT. WE, ACADEMY OF BEAUTY, BELIEVE THAT WITH OVER 45 YEARS OF EXPERIENCE IN TEACHING AND PRODUCING QUALIFIED GRADUATES IN THE COSMETOLOGY AND ESTHETICS FIELDS CAN PROVIDE QUALITY VOCATIONAL TRAINING THAT WILL MOST LIKELY RESULT IN GAINFUL EMPLOYMENT IN THE FAST GROWING BEAUTY INDUSTRY.

COMPANY HISTORY

BUSINESS NAME:	ACADEMY OF BEAUTY	
INCORPORATED:	2001	
BUSINESS LOCATION:	3834 MAIN STREET CULVER CITY, CA. 90232-2620	
NO. OF LOCATION:	1	
LEGAL FORM:	A CALIFORNIA CORPORATION	
PRINCIPAL BUSINESS:	SCHOOL OF COSMETOLOGY & ESTHETICS	
STAFF:	14	
DAYS OF OPERATION:	MONDAY	5 PM TO 10 PM
	TUEDAY TO FRIDAY -	8:30 AM TO10:00 PM
	SATURDAY -	8:30 AM TO 5:00 PM
CLASS SCHEDULE:	MORNING CLASS:	
	TUE. TO SATURDAY -	8:30 AM TO 5:00 PM
	OR	
	TUE. TO SATURDAY -	8:30 AM TO 2:30 PM
	AFTERNOON CLASS:	
	MONDAY	5 :00 PM TO 10:00 PM
	TUEDAY TO FRIDAY	1:00 PM TO 10:00 PM
	OR	
	MONDAY	5 :00 PM TO 10:00 PM
	TUEDAY TO FRIDAY	3:00 PM TO 10:00 PM
	EVENING CLASS:	
	MON. TO FRIDAY-	5:00 PM TO 10:00 PM
TEACHING LANGUAGE:	ENGLISH AND SPANISH (COSMETOLOGY ONLY)	

ANY QUESTIONS A STUDENT MAY HAVE REGARDING THIS CATALOG THAT HAVE NOT BEEN SATISFACTORILY ANSWERED BY THE INSTITUTION MAY BE DIRECTED TO THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION AT 2535 CAPITOL OAKS DRIVE, SUITE 400, SACRAMENTO, CA 95833, WWW.BPPE.CA.GOV, TOLL FREE TELEPHONE NUMBER (888) 370-7589 OR BY FAX (916) 263-1897.

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

ACADEMY OF BEAUTY
INSTITUTIONAL APPROVAL

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
2535 CAPITAL OAK DRIVE SUITE 400
SACRAMENTO, CA 95833
PHONE: (888) 370-7589
WEB SITE: www.bppe.ca.gov
E-MAIL: bppe@dca.ca.gov
SCHOOL CODE: 1903671
ACADEMY OF BEAUTY IS GRANTED INSTITUTIONAL APPROVAL FROM THE BUREAU FOR PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION (BPPVE) CODE SECTION 94311.1 THE APPROVAL MEANS THAT THE INSTITUTION COMPLIES WITH MINIMUM STATE STANDARDS ESTABLISHED UNDER THE LAW FOR OCCUPATIONAL INSTRUCTION BY PRIVATE POSTSECONDARY INSTITUTIONS. INSTITUTIONAL APPROVAL MUST BE RE-APPROVED EVERY THREE YEARS AND IS SUBJECT TO CONTINUING REVIEW. INSTITUTIONAL APPROVAL DOES NOT IMPLY ANY ENDORSEMENT OR RECOMMENDATION BY THE STATE OR BY THE BUREAU.

APPROVED ARE THE FOLLOWING COURSES:

COSMETOLOGY	1600 CLOCK HOURS OF TRAINING
ESTHETICIAN	600 CLOCK HOURS OF TRAINING
MANICURING	400 CLOCK HOURS OF TRAINING
INSTRUCTOR TRAINEE	600 CLOCK HOURS OF TRAINING

BOARD OF BARBERING AND COSMETOLOGY
2420 DEL PASO RD. SUITE 100
SACRAMENTO, CA 95834
1-800-952-5210
FAX (916) 575-7281
WEB SITE: barbercosmo.ca.gov
SCHOOL CODE: 046
ACADEMY OF BEAUTY IS A STATE OF CALIFORNIA BOARD APPROVED SCHOOL OF COSMETOLOGY AND ESTHETICS. INSTITUTIONAL APPROVAL MEANS THAT THE SCHOOL AND ITS COURSES CURRICULUM ARE IN COMPLIANCE WITH THE BOARD'S REQUIREMENTS. THE APPROVED SCHOOL MUST ALSO EMPLOY BOARD-LICENSED INSTRUCTORS IN COSMETOLOGY TO TEACH THE COURSE CURRICULUM. FURTHERMORE, THE TRAINING MUST REFLECT THE CLOCK HOURS AND CURRICULUM FOR THE APPROPRIATE COURSE OF STUDY.

NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS & SCIENCES
4401 FORD AVENUE, SUITE 1300
ALEXANDRIA, VA 22302
PHONE: 703-600-7600
FAX: 703-379-2200
WEB SITE: www.naccas.org
SCHOOL CODE: C10045
STATUS: CANDIDATE STATUS
ACADEMY OF BEAUTY IS IN CANDIDATE STATUS TO BE ACCREDITED BY NACCAS. THE PROCESS OF FULL ACCREDITATION MAY TAKE UP TO ONE YEAR TO COMPLETE.
NACCAS IS RECOGNIZED BY THE U.S. DEPARTMENT OF EDUCATION AS A NATIONAL AGENCY FOR THE INSTITUTIONAL ACCREDITATION OF POSTSECONDARY SCHOOLS AND DEPARTMENTS OF COSMETOLOGY ARTS AND SCIENCES, INCLUDING SPECIALIZED SCHOOLS. IT PRESENTLY ACCREDITS APPROXIMATELY 1,300 INSTITUTIONS THAT SERVE OVER 120,000 STUDENTS. THESE SCHOOLS OFFER OVER TWENTY (20) COURSES AND PROGRAMS OF STUDY THAT FALL UNDER NACCAS' SCOPE OF ACCREDITATION.

FROM THE DIRECTOR
WELCOME…!!

DEAR STUDENT:

WELCOME TO ACADEMY OF BEAUTY AND THANK YOU FOR SELECTING US TO BE YOUR COSMETOLOGY OR ESTHETICS SCHOOL. YOU ARE NOW ENTERING INTO A FIELD OF EDUCATION THAT WILL MOST LIKELY PROVIDE YOU WITH THE OPPORTUNITY AND SKILLS FOR A SUCCESSFUL FUTURE IN THE BEAUTY INDUSTRY.

AT ACADEMY OF BEAUTY, WE OFFER YOU THE TRAINING TO PASS THE STATE BOARD EXAMINATION IN ORDER TO BECOME A LICENSED OPERATOR IN THE STATE OF CALIFORNIA. WE PLACE HIGH EMPHASIS ON HOW TO BE SUCCESSFUL IN THE MARKETPLACE AND TO BE KNOWLEDGEABLE AND SKILLFUL IN THE FIELD THAT YOU HAVE CHOSEN AS YOUR FUTURE CAREER PATH. YOU WILL LEARN BASIC METHODOLOGY, PRINCIPLES OF HAIR DESIGN OR SKIN CARE AND ITS TECHNICAL REQUIREMENTS, SALON MANAGEMENT, BUSINESS CONCEPTS, AND HUMAN RELATIONS.

IT IS MY PLEASURE TO HAVE YOU JOIN US AT ACADEMY OF BEAUTY. MY GOAL IS TO HELP YOU DISCOVER YOUR ABILITY TO MAXIMIZE YOUR TRAINING AND BECOME SUCCESSFUL IN THE FIELD OF BEAUTY. THE DEGREE OF YOUR SUCCESS WILL DEPENDS ON THE EFFORT YOU ARE WILLING TO APPLY DURING THE COURSE OF YOUR TRAINING HERE AT ACADEMY OF BEAUTY.

I AM CONFIDENT THAT YOU WILL BE SUCCESSFUL IN YOUR ENDEAVOR.

BEST REGARDS,

TIM NGUYEN
DIRECTOR

ACADEMY OF BEAUTY
FACULTY AND STAFF

TIM NGUYEN	DIRECTOR
FRANKIE CASTANEDA	SENIOR SUPERVISING INSTRUCTOR
ALICIA REYES	SUPERVISING INSTRUCTOR
JACKIE VELAZQUEZ	SUPERVISING INSTRUCTOR
VICTORIA GRACIA MONROY	INSTRUCTOR - COSMETOLOGY
MONICA MORA	INSTRUCTOR - COSMETOLOGY
LAURA OCHOA	INSTRUCTOR - COSMETOLOGY
SABENA HORN	INSTRUCTOR - ESTHETICS
MAYA AGUERO	INSTRUCTOR - ESTHETICS & COSMETOLOGY
FE BUENO	INSTRUCTOR - ESTHETICS
LINDA DRESIE	INSTRUCTOR - ESTHETICS
SERGIO DUENAS JR.	ADMINISTRATIVE ASSISTANT
ANGELA PEREZ	RECEPTIONIST

* FRANKIE CASTANEDA	SR. SUPERVISING INSTRUCTOR
-LICENSED COSMETOLOGIST (BY BBC)	34 YEARS +
-LICENSED INSTRUCTOR (BY BBC)	30 YEARS +
-STATE TEACHING CREDENTIAL (BY CTC)	19 YEARS +
-STATE TEACHING CERTIFICATION (BY BPPVE)	30 YEARS +
* ALICIA REYES	SUPERVISING INSTRUCTOR
-LICENSED COSMETOLOGIST (BY BBC)	32 YEARS +
-LICENSED INSTRUCTOR (BY BBC)	29 YEARS +
-STATE TEACHING CREDENTIAL (BY CTC)	19 YEARS +
-STATE TEACHING CERTIFICATION (BY BPPVE)	24 YEARS +
* JACKIE VELAZQUEZ	SUPERVISING INSTRUCTOR
-LICENSED COSMETOLOGIST (BY BBC)	9 YEARS +
* VICTORIA GRACIA MONROY	INSTRUCTOR - COSMETOLOGY
-LICENSED COSMETOLOGIST (BY BBC)	14 YEARS +
-LICENSED INSTRUCTOR (BY BBC)	9 YEARS +
-STATE TEACHING CERTIFICATION (BY BPPVE)	9 YEARS +
* MONICA MORA	INSTRUCTOR - COSMETOLOGY
-LICENSED COSMETOLOGIST (BY BBC)	7 YEARS +
* LAURA OCHOA	INSTRUCTOR - COSMETOLOGY
-LICENSED COSTMETOLOGIST (BY BBC)	3 YEARS +
* SABENA HORN	INSTRUCTOR - ESTHETICS
-LICENSED ESTHETICIAN (BY BBC)	8 YEARS +
-STATE TEACHING CERTIFICATION (BY BPPVE)	5 YEARS +
* MAYA AGÜERO	INSTRUCTOR – ESTHETICS & COSMO.
-LICENSED ESTHETICIAN (BY BBC)	2 YEARS +
-LICENSED COSTMETOLOGIST (BY BBC)	1 YEAR +
* FE BUENO	INSTRUCTOR - ESTHETICS
-LICENSED ESTHETICIAN (BY BBC)	30 YEARS +
* LINDA DRESIE	INSTRUCTOR – ESTHETICS
-LICENSED ESTHETICIAN (BY BBC)	4 YEARS +

BBC - BOARD OF BARBERING & COSMETOLOGY
CTC - COMMISSION ON TEACHER CREDENTIALING
BPPVE - BUREAU FOR PRIVATE POSTSECONDARY & VOCATIONAL

TUITION AND FEES SCHEDULE
EFFECTIVE 07/16/2012

COURSE	TUITION	REG.*	KIT*	STRF*	TOTAL	WEEK
COSMETOLOGY	$ 8,200	$ 75	$ 700	$22.50	$ 8,997.50	40 TO 80
ESTHETICS	$ 4,200	$ 75	$ 700	$12.50	$ 4,987.50	20 TO 30
INSTRUCTOR TRNG.	N/A	N/A	N/A	N/A	N/A	N/A
MANICURE	N/A	N/A	N/A	N/A	N/A	N/A

PAYMENT PLAN – IN HOUSE AT 0% INTEREST:
1/COSMETOLOGY: $997.50 DEPOSIT; $400 A MONTH – BALANCE MUST BE PAID IN FULL UPON COMPLETION.
2/ ESTHETICIAN: **-MORNING** $787.50 DEPOSIT; $600/MONTH-BALANCE MUST BE PAID IN FULL UPON COMPLETION.
-EVENING $787.50 DEPOSIT; $420/MONTH-BALANCE MUST BE PAID IN FULL UPON COMPLETION.

FINANCING OPTIONS:
THROUGH UNIVERSAL GUARDIAN ACCEPTANCE LLC AT 14.9% A.P.R.
1/COSMETOLOGY: $997.50 DEPOSIT; $276.93 A MONTH FOR 36 PAYMENTS
2/ESTHETICIAN: $787.50 DEPOSIT; $145.39 A MONTH FOR 36 PAYMENTS

METHOD OF PAYMENT:
CASH, CHECK, CREDIT CARD, DEBIT CARD

*NON-REFUNDABLE:
1/ REGISTRATION FEE IS NOT REFUNDABLE
2/ KIT FEE IS NOT REFUNDABLE DUE TO SANITARY REQUIREMENT
3/ STUDENT TUITION RECOVERY FUND IS NOT REFUNDABLE (SEE PAGE 35)

-THE LENGTH OF TIME IN COURSE DEPENDS ON THE CLASS SCHEDULE AS SPECIFIED IN THE ENROLLMENT AGREEMENT.

-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 OUTLINED IN THE CONTRACT, AN EXTRA INSTRUCTION CHARGE WILL BE ASSESED FOR THE BALANCE OF THE HOURS REQUIRED TO COMPLETE THE COURSE. AN EXTRA INSTRUCTION CHARGE AND/OR PENALTY CHARGE FOR UNEXCUSED ABSENSES FOR ALL COURSES WILL BE BASED ON A FLAT HOURLY RATE OF FIVE DOLLARS ($5).

-SUPPLEMENTAL AND TRANSFER HOURS WILL BE BASED ON A FLAT HOURLY RATE OF EIGHT DOLLARS ($8) AND A REGISTRATION FEE OF $75. KIT OF $700 IS AVAILABLE UPON REQUEST. PROOF OF TRAINING FROM PRIOR INSTITUTION(S) MUST BE PROVIDED BY TRANSFER STUDENT IN ORDER FOR PRIOR HOURS TO BE ACCEPTED BY THE ACADEMY. ANY PRIOR HOURS THAT ARE OLDER THAN 2 YEARS (24 MONTHS) FROM THE DATE OF ENROLLMENT WITH THE ACADEMY WILL NOT BE RECOGNIZED AND ACCEPTED.

ACADEMY OF BEAUTY RESERVES THE RIGHT TO CHANGE TUITION AND FEES WITHOUT PRIOR WRITTEN AND/OR VERBAL NOTICE. ANY CHANGES IN FEES WILL NOT AFFECT ATTENDING STUDENTS ALREADY UNDER CONTRACT.

ACADEMY OF BEAUTY
TRAINING PLAN/TECHNICAL APPROACH

TRAINING DESCRIPTION: (ALSO SEE ATTACHED COURSE CURRICULUMS)

THIS SECTION WILL DESCRIBE THE TRAINING PROGRAMS WHICH STUDENTS MUST GO THROUGH IN ORDER TO MEET THE LICENSING REQUIREMENTS SET BY THE CALIFORNIA BOARD OF BARBERING AND COSMETOLOGY. EACH STUDENT MUST SATISFY THE REQUISITE IN-SCHOOL HOURS TO QUALIFY FOR THE STATE BOARD EXAM. THE REQUISITE HOURS FOR EACH COURSE ARE:

-COSMETOLOGY-LICENSE TO DO HAIR, NAIL, AND SKIN CARE – 1600 HOURS
-MANICURING-LICENSE TO DO NAIL ONLY – 400 HOURS
-ESTHETICIAN-LISCENSE TO DO SKIN CARE ONLY – 600 HOURS
-INSTRUCTOR TRAINEE (MUST HAVE COSMETOLOGY LICENSE) – 600 HOURS

(IMPORTANT NOTICE: EFFECTIVE JANUUARY 1, 2005, THE BOARD OF BARBERING AND COSMETOLOGY NO LONGER HAS THE AUTHORITY TO ISSUE NEW OR RENEWAL LICENSE FOR BARBER OR COSMETOLOGY INSTRUCTORS)

EACH STUDENT MUST GO THROUGH 3 STAGES OF TRAINING DURING HIS/HER ENROLLMENT IN A PROGRAM. THE 3 STAGES ARE DESCRIBED AS FOLLOWS:

1/ FRESHMAN CLASS:
THE FRESHMAN CURRICULUM FOR EACH COURSE REQUIRES A SPECIFIC NUMBER OF HOURS WITH HEAVY EMPHASIS ON CLASSROOM LECTURE, TECHNICAL DEMONSTRATION, AND BASIC METHODOLOGY. THE FRESHMAN CLASS TEACHES THE STUDENTS FROM THE VERY BEGINNING AND INTRODUCES THE FUNDAMENTALS THAT ARE BASIC FOR EACH COURSE. THE HOURS SPENT IN THE FRESHMAN CLASS ARE AS FOLLOWS:

COSMETOLOGY - 300 HOURS
ESTHETICIAN - 150 HOURS
MANICURING - 100 HOURS
INSTRUCTOR - 100 HOURS

2/ PRACTICAL CLASS:
ONCE A STUDENT COMPLETES THE FRESHMAN CLASS, HE OR SHE WILL MOVE ON TO THE CLINICAL/PRACTICAL STAGE WHERE THE STUDENT WILL WORK WITH LIVE MODELS AND CLIENTS USING THE KNOWLEDGE AND UNDERSTANDING FROM THE FRESHMAN CLASS. THE STUDENT IS NOW GOING THOUGH A PRACTICAL STAGE OF PERFECTING THE METHOD OF PRACTICE BY REPETITION AND CONSTANTLY IMPROVING HIS/HER TECHNIQUES BY WORKING ON CLIENTS. DURING THIS PRACTICAL STAGE STUDENTS WILL BE CLOSELY MONITORED AND SUPERVISED BY INSTRUCTORS.

3/ ADVANCE CLASS:
DURING THIS ADVANCED STAGE OF THE TRAINING, THE STUDENT WILL GO THROUGH A RIGOROUS REVIEW PROCEDURE TO PREPARE FOR THE STATE BOARD EXAM IN BOTH PRACTICAL AND THEORY ASPECTS.

ACADEMY OF BEAUTY PROVIDES STUDENTS WITH SKILLS, KNOWLEDGE, AND PROPER ATTITUDE NECESSARY TO BE SUCCESSFUL IN THE BEAUTY INDUSTRY.

1. PROJECTED TIME OF COMPLETION:

A. COSMETOLOGY:

-FULL TIME - MORNING CLASS: 40 HOURS PER WEEK
PROJECTED COMPLETION: 10 MONTHS
CLASS SCHEDULE: TUESDAY TO SATURDAY – 8:30 AM TO 5:00 PM

- PART TIME- MORNING CLASS: 28 HOURS PER WEEK
PROJECTED COMPLETION: 14 TO 16 MONTHS
CLASS SCHEDULE: TUESDAY TO SATURDAY – 8:30 AM TO 2:30 PM

- FULL TIME - AFTERNOON CLASS: 34 HOURS PER WEEK
PROJECTED COMPLETION: 10 TO 12 MONTHS
CLASS SCHEDULE: MONDAY - 5:00 PM TO 9:00 PM, AND
TUESDAY TO FRIDAY – 1:00 PM TO 9:00 PM

-PART TIME - AFTERNOON CLASS: 28 HOURS PER WEEK
PROJECTED COMPLETION: 14 TO 16 MONTHS
CLASS SCHEDULE: MONDAY – 5:00 PM TO 9:00 PM, AND
TUESDAY TO FRIDAY – 3:00 PM TO 9:00 PM

-PART TIME - EVENING CLASS: 20 HOURS PER WEEK
PROJECTED COMPLETION: 20 MONTHS
CLASS SCHEDULE: MONDAY TO FRIDAY – 5:00 PM TO 9:00 PM

START DAY: EVERY SECOND MONDAY OF EACH MONTH

B. ESTHETICS:

-PART TIME – MORNING CLASS: 32 HOURS PER WEEK
PROJECTED COMPLETION: 6 MONTHS
CLASS SCHEDULE: TUESDAY TO FRIDAY – 10:30 AM TO 5:00 PM
& SATURDAY – 8:30 AM TO 5:00 PM

START DATE: FIRST TUESDAY OF JANUARY, APRIL, JULY, AND OCTOBER

C. MANICURING: NOT AVAILABLE

D. INSTRUCTOR TRAINEE: NOT AVAILABLE

2. ADMISION REQUIREMENTS:

-APPLICANT MUST BE AT LEAST 17 YEARS OF AGE.

-APPLICANT SHALL POSSESS A HIGH SCHOOL DIPLOMA OR ITS EQUIVALENT, OR COMPLETED THE 10TH GRADE IN HIGH SCHOOL AND PASS THE WONDERLIC ABILITY-TO-BENEFIT (ATB) TEST.

-APPLICANT WHO COMPLETED A BACHELOR DEGREE OR ASSOCIATE DEGREE IN A STATE APPROVED AND ACCREDITED UNIVERSITY OR COLLEGE AND CANNOT LOCATE HIS/HER HIGH SCHOOL DIPLOMA OR TRANSCRIPT MAY PROVIDE A COPY OF THE BACHELOR DEGREE OR ASSOCIATE DEGREE. NOTE: HIGH SCHOOL COMPLETION IS A PRE-REQUISITE TO ENTER INTO A TWO OR FOUR-YEAR DEGREE PROGRAM AT A UNIVERSITY OR COLLEGE.

-APPLICANT WHO HAS IMMIGRATED TO THE UNITED STATES WHO DOES NOT HAVE IN HIS/HER POSSESSION THE ACTUAL HIGH SCHOOL DIPLOMA MUST SIGN A STATEMENT CERTIFYING THE COMPLETION OF HIGH SCHOOL OR ITS EQUIVALENT. THE SELF CERTICATION FORM MUST BE SIGNED AND NOTARIZED BY A NOTARY PUBLIC.

-THIS INSTITUTION DOES NOT HAVE ANY ARTICULATION OR TRANSFER AGREEMENT WITH ANY OTHER COLLEGE OR UNIVERSITY THAT PROVIDES FOR TRANSFER OF CREDITS EARNED IN THE PROGRAM OF INSTRUCTION.

3. SCHOOL POLICIES: SEE ATTACHED SCHOOL RULES AND REGULATIONS.

4. ACADEMIC EVALUATIONS: SEE ATTACHED SATISFACTORY ACADEMIC PROGRESS (SAP).

5. ATTENDANCE EVALUATIONS: SEE ATTACHED STUDENT CLOCK HOUR POLICY.

6. HOUSING ASSISTANCE:

THIS INSTITUTION DOES NOT HAVE HOUSING NOR PROVIDE ASSISTANCE IN FINDING HOUSING.

7. PLACEMENT PROGRAM:
JOB PLACEMENT ASSISTANCE IS PROVIDED TO GRADUATES AND STUDENTS AT NO ADDITIONAL CHARGE. UPON GRADUATION, STUDENT'S NAME IS RECORDED IN STUDENT REGISTRAR AND THE PROCESS OF FOLLOW-UP BEGINS. WHEN STUDENTS TAKE THE STATE BOARD EXAMINATION, THE RESULT WILL BE RECORDED AS PASS OR FAIL (SEE APPENDIX (3) FOR STATE BOARD QUARTERLY TEST RESULTS.) STUDENTS ARE ENCOURAGED TO CHECK PLACEMENT BULLETIN BOARD FOR LISTINGS OF SALONS/SPAS SEEKING EMPLOYEES. ACADEMY OF BEAUTY HAS A NETWORK OF SALONS AND SPAS IN THE AREA THAT ARE ALWAYS INTERESTED IN RECRUITING LICENSED GRADUATES. THIS INSTITUTION DOES NOT GUARANTEE PLACEMENT TO ANY STUDENT. HOWEVER, JOB PLACEMENT ASSISTANCE IS PROVIDED TO GRADUATES UPON COMPLETION OF TRAINING AT NO ADITIONAL CHARGE.

8. LICENSING REQUIREMENTS:
STUDENTS MUST SATISFACTORILY COMPLETE ALL SUBJECT MATTER PRIOR TO GRADUATION. SUCCESFUL GRADUATES WILL BE AWARDED A CERTIFICATE (DIPLOMA) UPON COMPLETION OF THE TRAINING PROGRAM. UPON COMPLETION, THE STUDENTS MAY APPLY FOR THE STATE BOARD EXAMINATION. APPLICANTS MUST BE 17 YEARS OF AGE OR OLDER AND HAVE COMPLETED THE 10TH GRADE. A LICENSE WILL BE GRANTED BY THE STATE OF CALIFORNIA ONLY AFTER THE STUDENT HAS SUCCESSFULLY COMPLETED THE COURSE OF TRAINING AND PASSED THE STATE BOARD EXAM WITH AN OVERALL AVERAGE OF SEVENTY-FIVE PERCENT (75%). THE STATE BOARD EXAM IS AVAILABLE IN SPANISH ONLY FOR COSMETOLOGY APPLICANTS.

9. ENGLISH AS A SECOND LANGUAGE (ESL):
ACADEMY OF BEAUTY OFFERS SEPARATE CLASSES FOR SPANISH SPEAKING STUDENTS ENROLL IN THE COSMETOLOGY COURSE.

10. HANDICAPPED STUDENTS:
ACCESS FOR HANDICAPPED STUDENTS TO THE SCHOOL'S FACILITIES IS NOT AVAILABLE AT THIS TIME.

11. STATEMENT OF NON-DISCRIMINATION:
ACADEMY OF BEAUTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, HANDICAP, FINANCIAL STATUS, AGE, AND ETHNIC ORIGIN OR RESIDENCE IN ITS ADIMISIONS, INSTRUCTIONS, OR GRADUATION POLICIES.

12. FAMILY EDUCATION RIGHT TO PRIVACY ACT (FERPA)
THE PARENT OR GUARDIAN IS PERMITTED ACCESS TO THE STUDENT'S RECORDS IF THE STUDENT IS A DEPENDENT MINOR. STUDENTS HAVE THE RIGHT TO INSPECT AND REVIEW THE STUDENT'S EDUCATION RECORDS MAINTAINED BY THE SCHOOL.SCHOOLS ARE NOT REQUIRED TO PROVIDE COPIES OF RECORDS. A WRITTEN PERMISSION FROM STUDENT (OR PARENT OF DEPENDENT MINOR) IS NOT REQUIRED TO RELEASE ANY INFORMATION FROM A STUDENT'S EDUCATION RECORD.

13. FEDERAL AND STATE FINANCIAL AID PROGRAMS:
THIS INSTITUTION DOES NOT PARTICIPATE IN ANY FEDERAL OR STATE FINANCIAL AID PROGRAMS

14. NOTICE OF TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT THIS INSTITUTION:
THE TRANSFERABILITY OF CREDITS YOU EARN AT THE ACADEMY OF BEAUTY IS AT THE COMPLETE DISCRETION OF AN INSTITUTION TO WHICH YOU MAY SEEK TO TRANSFER. ACCEPTANCE OF THE DIPLOMA YOU EARN IN COSMETOLOGY OR ESTHETICS IS ALSO AT THE COMPLETE DISCRETION OF THE INSTITUTION TO WHICH YOU MAY SEEK TO TRANSFER. IF THE CREDITS OR DIPLOMA THAT YOU EARN AT THIS INSTITUTION ARE NOT ACCEPTED , 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 THE ACADEMY OF BEAUTY TO DETERMINE IF YOUR CREDITS OR DIPLOMA WILL TRANSFER.

STUDENT CLOCK HOUR POLICY

The State Board of Cosmetology will only recognize time clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period.

You will be given up to seven (7) minutes to clock in and receive credit for the quarter (¼) hour. This seven minute period applies to starting of the class day or returning from lunch. Once theory class starts no one will be allowed to enter theory classroom.

At the completion of the week, a new time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the next day's time card. The time card must be signed daily by the student and counter-signed the instructor.

Time cards reflect the students' daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster.

The time cards are the property of the school and must remain in the school at all times. After clocking in you are required to maintain applied effort. Personal grooming, leaving the building, reading material not related to your training or activity not related to your training are not tolerated. If this occurs you will be ask to stop such activity or to punch out for the reminder of the day. Continued activities of this nature could result in your suspension or termination.

TIME CARD CREDIT

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

1. Each theory must initial in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting hours are in the theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card concerning operations are to be applied efforts of the students as they manually perform practical subject.
4. Some practical operations may take longer to perform according to the student.

Note: the following time frame the State Board gives for each operation:

Shampoo / set	= 1 ½ hours
Scalp Treatment	= ½ to 1 hour
Permanent Wave	= 2 to 2 ½ hours
Facial	= 1 ½ to 2 hours
Manicure	= ½ hour
Hair cut	= ½ to 1 hour

Using the above, the Board would understandably not consider a student capable of performing more than three permanent waves per day.

ACADEMY OF BEAUTY
UNIFORM POLICY

AS OF FEB 1, 2009 THE FOLLOWING UNIFORM POLICY WILL BE IN EFFECT. THE FOLLOWING DISCIPLINARY ACTIONS WILL APPLY IF A STUDENT VIOLATES THE UNIFORM POLICY:

1) VERBAL WARNING/SENT HOME UNTIL UNIFORM IS WORN BACK TO SCHOOL.
2) WRITTEN WARNING AS WELL AS BEING SENT HOME FOR THE DAY RESULTING IN AN UNEXCUSED ABSENCE.
3) SUSPENSION FOR TWO DAYS RESULTING IN UNEXCUSED ABSENCES.
4) TERMINATION.

LADIES:

--BLACK DRESS OR BLACK TOP AND SKIRT ARE APPROPRIATE UNIFORM.
--BLACK SLACKS OR JEANS WITH BLACK BLOUSE OR SHIRT ARE ALSO APPROPRIATE.
--BLACK SWEATSHIRTS AND SWEATPANTS ARE BOTH ACCEPTABLE.
--BLACK LAB COATS ARE TO BE WORN WHEN A TOP OF ANOTHER COLOR IS BEING WORN UNDERNEATH-LAB COAT SHOULD BE BUTTONED AT ALL TIMES.
--CLOSED TOE FLAT SHOES ARE TO BE WORN FOR COMFORT AND SAFETY.
--SOLID COLORS ARE TO BE WORN ONLY-NOT PRINTS.

GENTLEMAN:

--BLACK SHIRT AND BLACK COLORED PANTS SUCH AS JEANS, SLACKS, OR SWEATS ARE ACCEPTABLE.
--BLACK COLORED SHORTS OF DECENT LENGTH ARE ALSO ACCEPTABLE.
--BLACK LAB COATS ARE TO BE WORN WHEN A SHIRT OF ANOTHER COLOR IS BEING WORN UNDERNEATH-LAB COAT SHOULD BE BUTTONED AT ALL TIMES.
--CLOSED TOE FLAT SHOES ARE TO BE WORN FOR COMFORT AND SAFETY.
--SOLID COLORS ARE TO BE WORN ONLY-NOT PRINTS.

NOT APROPRIATE:

--RIPS OR TEARS IN UNIFORMS IS NOT PROFESSIONAL.
--HALTER TOPS OR CROP TOPS ARE UNACCEPTABLE.
--HIGH HEELS ARE NOT SAFE NOR ACCEPTED AS PROPER UNIFORM.
--TANK TOPS ARE NOT TO BE WORN UNLESS COVERED BY A LAB COAT AT ALL TIMES.
--ANY ITEM OF CLOTHING HAVING PRINT ON IT IS NOT ACCEPTABLE.

UNIFORM DICIPLINE POLICY
ACADEMY OF BEAUTY

ALL STUDENTS ARE REQUIRED TO COME TO SCHOOL IN APPROPRIATE UNIFORM AS PRESCRIBED BY THE RULES AND REGULATIONS OF OUR INSTITUTION. THE FOLLOWING DISCIPLINARY ACTIONS WILL APPLY IF A STUDENT FAILS TO FOLLOW THE GUIDELINES:

1) WRITTEN WARNING

2) SUSPENSION FOR TWO DAYS

3) PROBATION

4) TERMINATION

ACADEMY OF BEAUTY
GRIEVANCE POLICY AND PROCEDURE

IT IS THE POLICY OF THIS INSTITUTION TO HANDLE GRIEVANCES IN THE FOLLOWING MANNER:

1. **FILL OUT GRIEVANCE FORM AND LIST ALL GRIEVANCES.**

2. **DELIVER ALL FORMS TO THE SUPERVISOR, MRS. FRANKIE CASTAÑEDA.**

3. **IF YOU ARE UNABLE TO DELIVER THE FORM TO THE SUPERVISOR YOU MAY DELIVER IT TO THE DIRECTOR, MR. TIM NGUYEN. YOU MAY HAND-DELIVER OR MAIL YOUR FORM TO:**

   ACADEMY OF BEAUTY
   3834 MAIN STREET
   CULVER CITY, CA 90232-2620
   ATTN: TIM NGUYEN – DIRECTOR

4. **ALL GRIEVANCES REGARDLESS OF THE NATURE WILL BE FORWARDED TO THE DIRECTOR.**

5. **THE SUPERVISOR WILL EVALUATE THE GRIEVANCE AND SET UP AN APPOINTMENT WITH THE PERSON WITHIN 5 DAYS FROM RECEIPT OF THE GRIEVANCE FORM. IF THE GRIEVANCE IS AN EMERGENCY, IT WILL BE ADDRESSED WITHIN 24 HOURS BY THE DIRETOR.**

6. **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 OBTAIN ON THE BUREAU'S INTERNET WEBSITE**

   BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
   P.O. BOX 980818
   WEST SACRAMENTO, CA 95798-0818
   PHONE: (888) 370-7589
   WEB SITE: www.bppe.ca.gov
   E-MAIL: bppe@dca.ca.gov

ACADEMY OF BEAUTY

RECORD RETENTION POLICY:
IT IS THE POLICY OF THIS INSTITUTION AS REQUIRED BY CALIFORNIA LAWS THAT STUDENTS' RECORDS MUST BE RETAINED BY THIS INSTITUTION FOR AT LEAST 5 YEARS AFTER THE STUDENT WITHDRAWS OR COMPLETES A COURSE OF TRAINING.

PROCEDURES FOR STUDENT ACCESS TO THE LIBRARY AND OTHER LEARNING RESOURCES:
STUDENTS MAY HAVE ACCESS TO THE LIBRARY AND ANY LEARNING RESOURCES AVAILABLE AT THE ACADEMY ANYTIME DURING CLOCKED HOURS EXCEPT THEORY HOURS. A STUDENT MAY CHECK-OUT AN ITEM OF INTEREST BY:

-GETTING PRIOR APPROVAL FROM AN INSTRUCTOR IN CHARGE.
-TURNING IN A VALID CURRENT TIMECARD IN EXCHANGE FOR THE SUBJECT ITEM.

A STUDENT CAN ONLY CHECK-OUT ONE ITEM AT A TIME AND MUST RETURN THE SUBJECT ITEM BY THE END OF THE DAY OR BEFORE CLOCK OUT FOR THE DAY.

STUDENT SERVICES:
NO OTHER STUDENT SERVICES ARE AVAILABLE AT THIS INSTITUTION.

CURRICULUM FOR COSMETOLOGY COURSE
(1,600 HOURS)

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Please note 505 hours are devoted to clinic/theory experience which shall include all phases of cosmetology. Such technical instruction and practical operations shall include:

SUBJECT	MINIMUM HRS. TECHNICAL INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
1. The Cosmetology Act and the Board's Rules & Regulations	20	
2. Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	20	
3. Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.)	20	
4. Theory of Electricity in Cosmetology (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	05	

5. 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 through -out the entire training period and must be performed before use of all instruments and equipment.)	**20**	**10**
6. Bacteriology, anatomy, and physiology.	**15**	
7. Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, and comb-outs.)	**25**	**200**
8. Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling)		
(A) Thermal Styling	**20**	**40**
(B) Press and Curl	**20**	**20**
9. Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	**20**	**80**
10. Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	**20**	**25**
11. Haircutting (Shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.)	**20**	**80**
12. Hair coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.)		
(A) Hair coloring	**40**	**50**
(B) Bleaching	**20**	**20**

13. Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	**05**	**20**
14. Facials		
(A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.)	**05**	**10**
(B) Electrical (Shall include the use of all electrical modalities, including derma 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.)	**10**	**15**
(C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs, Training shall emphasize that only non-living, upper most 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,)	**10**	**15**
15. Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.)	**10**	**20**
16. Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)	**15**	**10**
17. Manicuring and Pedicuring		
(A) Water and Oil Manicure, including nail analysis, and hand and arm massage	**05**	**15**
(B) Complete Pedicure, including nail analysis, and foot and ankle massage	**05**	**10**
(C) Artificial Nails		
1. Liquid and Powder Brush-on	**10**	**Nails 50**
2. Artificial Nail Tips	**10**	**Nails 50**
3. Nail Wraps and Repairs	**05**	**Nails 20**

COSMETOLOGY PERFORMANCE OBJECTIVE

1. **Acquire knowledge of laws and rules regulating California's cosmological establishments' practices.**
2. **Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.**
3. **Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.**
4. **Acquire business management techniques common to cosmetology.**

SKILLS TO BE DEVELOPED

1. **Learn the proper use of implements relative to all cosmetology services.**
2. **Acquire the knowledge of analyzing the scalp, face, and bands prior to all services to determine any disorders.**
3. **Will learn the procedures and terminology used in performing all cosmetology services.**
4. **Will learn the application of daytime and evening make-up to include the application of false strip eyelashes.**
5. **Will learn the proper procedure of manicuring to include water and oil manicure and pedicure.**
6. **Will learn the application f brush-on nails, nail wraps, and nail tips.**

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

1. **Be able to appreciate good workmanship common to cosmetology.**
2. **Possess a positive attitude towards the public and fellow workers.**
3. **Appreciate honesty and integrity.**
4. **Have improved personality in dealing with patrons and colleagues.**

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE

Shall have completed Theory and Operations required by California Board of Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS

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

CURRICULUM FOR ESTHETICIAN COURSE
(600 HOURS)

The curriculum for students enrolled in an Esthetician course shall consist of' six hundred (600) clock hours of technical instruction and practical operations covering all practices of an Esthetician. 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. Please note 170 hours will be devoted to clinic/theory experience which shall include all phases of being an Esthetician. Such technical instruction and practical operations shall include:

SUBJECT	MINIMUM HOURS OF TECHNICAL INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
1. The Cosmetology Act and the Board's Rules and Regulations.	10	
2. Chemistry pertaining to the practices of a Esthetician. (Shall include the chemical composition and purpose of cosmetic and skin care preparation. Shall also include the elementary, chemical makeup, chemical skin peels, physical, and chemical changes of matter.)	10	
3. Health and Safety/Hazardous Substances (Shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HP//AIDS and Hepatitis B.)	20	
4. Electricity (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	10	
5. Preparation (Shall include client consultation, intake procedures, contraindications, professionalism, CPR/AED, salon and spa skills)	15	

6. Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The 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 through -out the entire training period and must be performed before use of all instruments and equipment.)	**10**	**10**
7. Bacteriology, anatomy, physiology, skin analysis and conditions	**15**	
8. Facials		
A. Manual (Shall include skin analysis, cleansing, scientific manipulations, packs, and masks,)	**20**	**40**
B. Electrical (Shall include the use of all electrical modalities including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.)	**30**	**60**
C. Chemical Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper most 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.)	**20**	**40**
9. Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.)		
(A) Tweezers	**05**	**10**
(B) Wax and depilatories	**20**	**40**
10. Make-Up (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.)	**20**	**40**

ESTHETICIAN PERFORMANCE OBJECTIVE

1. **Acquire knowledge of laws and rules regulating California Cosmological establishing practices.**
2. **Acquire the knowledge of sanitation and sterilization as related to all phases of skin.**
3. **Acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory.**
4. **Acquire business management techniques common to Esthetics.**

SKILLS TO BE DEVELOPED

1. **Learn the proper use of implements relative to all Esthetician services.**
2. **Acquire the knowledge of analyzing the skin prior to all services to determine any disorders.**
3. **Will learn the procedures and terminology used in performing all Cosmetician services.**
4. **Will learn the application of daytime and evening make-up to include the application of false strip eyelashes.**
5. **Will learn the proper procedure of plain and electrical facials,**

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

1. **Be able to appreciate good workmanship common to Esthetician**
2. **2. Possess a positive attitude towards the public and fellow workers.**
3. **Appreciate honesty and integrity.**
4. **Have improved personality in dealing with patrons and colleagues.**

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Esthetician with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS

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

CURRICULUM FOR MANICURIST COURSE
(400 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. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Please note 40 hours are devoted to clinical/theory experience which will include all phases of manicuring. Such technical instruction and practical operations shall include:

SUBJECT	MINIMUM HOURS OF TECHNICAL INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
1. The Cosmetology Act and the Board's Rules and Regulations.	10	
2. Cosmetology Chemistry related to manicuring practices. (Shall include the chemical composition and purpose of nail care preparations.)	10	
3. Health and Safety Hazardous Substances (Shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.)	15	
4. Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The 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 through -out the entire training period and must be performed before use of all instruments and equipment.)	10	10
5. Bacteriology, anatomy, and physiology.	10	
6. Water and Oil Manicures, including hand and arm massage.	15	40

7. Complete Pedicure, including foot and ankle massage.	**10**	**20**
8. Application of Artificial Nails,		
(A) Acrylic: Liquid and Powder Brush-Otis	**15**	**80 Nails**
(B) Nail Tips	**10**	**60 Nails**
(C) Nail wraps and repairs	**05**	**40 Nails**

MANICURIST PERFORMANCE OBJECTWE

1. **Acquire knowledge of laws and rules regulating California Cosmological establishing practices.**
2. **Understand sterilization procedures.**
3. **Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.**
4. **Acquire business management techniques common to manicurist.**

SKILLS TO BE DEVELOPED

1. **Use of proper implements relative to all manicuring, pedicure, and artificial nails.**
2. **Develop the knowledge to recognize the various skin conditions and disorders.**
3. **Acquire knowledge.**
4. **Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.**

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

1. **Be able to appreciate good workmanship common to manicuring.**
2. **Possess a positive attitude towards the public and fellow workers.**
3. **Appreciate honesty and integrity.**
4. **Have improved personality in dealing with patrons and colleagues.**

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE

1. Shall have satisfactorily completed Theory and Operations required by California Board of Cosmetology with an average grade of "C" (70%) or better.

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better be or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS

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

CURRICULUM FOR INSTRUCTOR TRAINING COURSE
(600 HOURS)
<u>IMPORTANT NOTICE:</u> EFFECTIVE JANUARY 1, 2005, THE BOARD OF BARBERING AND COSMETOLOGY NO LONGER HAS THE AUTHORITY TO ISSUE NEW OR RENEWAL LICENSES FOR BARBER OR COSMETOLOGY INSTRUCTORS

The curriculum for students enrolled in an instructor training course shall consists of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of cosmetology. Technical instruction means 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.

SUBJECT	MINIMUM HOURS OF INSTRUCTION	MINIMUM OPERATIONS
1. The Cosmetology Act and the Board's Rules and Regulations.	10	
2. Preparatory instruction		
(A) Instructional techniques: Method of instruction, lecture; communication skills; instructional aids and the use of questions to promote learning.	40	
(B) Organization techniques: 4 step teaching method: performance objective; and learning domains, etc.	30	50
(C) Lesson planning: Subject; title; outlines; development; and visual aids, etc.	60	50
(D) Techniques of evaluation; purpose of tests; types of tests; test administration; scoring; and grading, etc.	10	
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 practicing 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 in the school in a complete service connected with any practice or combination of practice of cosmetology upon 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 preceding course.**

INSTRUCTOR TRAINEE PERFORMANCE ONJECTIVES

To help develop the ability to:

1. **Teach related information, manipulative operations, and techniques.**
2. **Use various teaching aids, such as instructor sheets, visual aids and tests. To provide information about specific teaching techniques used by the vocational teacher in the working area and in the classroom.**

TO DEVELOP AN APRECIATION OF:

1. **The necessity for constant effort towards achievements of professionalism competency as a teacher.**
2. **The importance of developing personal characteristics that contributes to success in teaching.**

SKILLS TO BE DEVELOPED

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

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE

Shall have satisfactory completed Theory and Operations required by California Board of Cosmetology with an average of 70% or better. Possess a high school diploma, and passed the Cosmetology State Board Exam with an overall average of 75%.

RULES AND REGULATIONS

1. School hours are Tuesday - Saturday 8:30 a.m. - 9:00 p.m. Day class: 8:30 a.m. - 5:00 p.m. Evening class: Monday - Friday 5:00 p.m. - 9:00 p.m. Saturday 8:30 a.m. - 5:00 p.m. is optional for evening students.

2. Time cards must be clearly legible. Students must punch only their own timecards.

3. In case of illness or emergency on any day, the student must contact the school that day via telephone or electronic mail to request time off. Upon returning to school, the student must follow-up by submitting the Leave of Absence form so the time off can be considered an excused absence.

4. Students are required to be in class promptly at 8:37 a.m. for Day students and 5:07 p.m. for Evening students in clean and prescribed uniform (see Uniform Policy).

5. Students appearing in school not in prescribed uniform will be asked to clock out and may not return until in full uniform.

6. A student who is tardy Days (8:38 a.m.) Evenings (5:08 p.m.) must make every attempt to be quiet and not disruptive to the theory class. Students who are habitually tardy (5 times in one month) will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases.

7. Students will take lunch between 11:30 a.m. and 1:30 p.m. and must be cleared by an instructor. Students should report to an instructor if they have not had lunch by 1:30 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility, and must be staggered. A 30 minutes lunch is mandatory after 6 clock hours.

8. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Any student failing to do so, will only receive credit for the hours indicated by the time clock. Students are also to be required to punch in and out for all breaks on the back of their time cards.

9. No student is allowed to clock out during college hours without permission from an instructor. No student may clock in or out for another student. This rule is strictly enforced and may lead to suspension if violated.

10. No gum chewing is allowed in the Academy at any time. Smoking is not allowed.

11. No visitors are permitted in the classroom or student lounge area unless approved by an instructor.

12. Cellular phone must be on silent or vibrate during school hours. Any personal phone calls should be limited to 3 minutes.

13. Rigid adherence to the rules of sanitation, disinfection and personal hygiene is required at all times.

14. Students must keep work station, in class or on the floor, clean and sanitary at all times. It is mandatory that the student must clean his/her assigned work station before clocking out for the day. Repeat violations will be subject to disciplinary action.

15. A minimum of 1/2 hour of sanitation must be completed by each student daily. All materials and implements must be in a sanitized condition at the end of each day.

16. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.

17. No student may leave a patron while doing a perm, hair coloring, or any chemical services, except in an emergency and is approved by an instructor.

18. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.

19. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.

20. Students are responsible for the return of college materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.

21. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.

22. A student must attend school on all Fridays and Saturdays as agreed and specified in the Enrollment Agreement. Days before and after holidays are considered Saturdays. The Academy reserves the right to suspend a student if this rule is violated. A student may be required to produce medical documentation of illness.

23. Students have the right to consult the management on personal problems. The Academy reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.

24. The Academy will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol and/or any other substances. Violation is ground for immediate dismissal.

25. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Daily time cards will be audited by the Academy Office and State Board of Barbering/Cosmetology. Credit will be given for applied effort only. All work must be approved and signed off by an instructor or credit will not be given. Records must be neat and clear.

26. All students will be expected to maintain an average of 70% in theory and in all practical subjects. Probationary status will result in case of failure to do so.

27. Only products furnished by the Academy may be used unless otherwise approved by an instructor.

28. Students must comply with all instructions given by instructor(s).

29. Students must comply with school policies and rules and regulations.

30. Students can request to make up assignments and tests due to absences.

31. Notify office immediately of any address or telephone change.

32. Absence of THREE days or more without notification shall be considered cause for suspension. Any student absent more than <u>twenty one days</u> without notifying the Academy will be automatically terminated.

DISMISSAL

The Academy may terminate a student's enrollment for noncompliance with school policies, rules and regulations, enrollment agreement, or State Laws and Regulations; improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the Academy; willful destruction of school property; any theft or any illegal act.

PROBATION

In addition to Academic Probation (see page 32), the Academy may place a student on probation for a specified period of time if the student had received more than 2 Disciplinary Action Forms (write-ups) from instructor(s). The student may exit his/her probationary period in good standing if the student shows improvement. The Academy reserves the right to dismiss the student if the student shows no improvement during or after his/her probationary period.

RE-ENTRY POLICY

All students who withdraw may re-enter into the program without the loss of credit of state board hours provided it is within years from the date of their withdrawal and the student is in good standing with the Academy. The Academy reserves the right to not re-enroll a student.

SCHOLARSHIPS

This institution does not award any institutional scholarships incentives.

ATTENDANCE

A Student must make every effort to comply with his/her attendance schedule as specified in the Enrollment Agreement. Students must maintain a 67% attendance ratio to be considered making SAP (Satisfactory Academic Progress) on attendance. Students may request time-off as excused absence or leave of absence in the event of medical emergencies, financial hardship, family and personal problems. Official time-off request approved by the Director of the Academy will not affect student's SAP attendance ratio.

LEAVE OF ABSENCE

Students may request a Leave of Absence due to medical reasons, financial hardship, personal or family problems which make it difficult to attend class. The Academy may allow a student under such circumstances to be excused from the program. You must request the leave of absence in writing and must be approved by the school Director. A Leave of Absence Request Form must be filled out and the date of leave and return must be stated on the form prior to the Director approving the excused absence. Do not request a leave of absence unless you absolutely need one. Students on leave of absence will not be assessed any additional tuition charges.

SATISFACTORY ACADEMIC PROGRESS (SAP)

STANDARDS: This institution expects its students to maintain Satisfactory Academic Progress (SAP) as established by this institution. Students who meet the minimum requirements for attendance and academic performance are considered making SAP until the next evaluation is included. In order for a student considered making SAP a student must:

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work.

2. Maintain a cumulative average attendance level of at least two-thirds (2/3) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hour per week (1/3 x 30 =20). Maintain a cumulative attendance average of 67%

   Regardless of the average level of attendance, students who have more than three consecutive weeks of absences, (21 class days) will be dismissed. This standard shall apply to all students except those on an approved Excused of Absence (see excused absence policy). Students who expect to be absent 7 or more days up to 21 days are encouraged to request an excused absence. An Excused Leave of Absence may extend the student's contract period and maximum time frame by the same number of days in the leave of absence. *

   In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined elsewhere in this catalog.

3. Complete the course within the maximum time frame which would be 150% in other words one and one-half (1-1/2) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.

4. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course to be considered as meeting satisfactory progress at the end of an evaluation period will be considered to be making satisfactory progress until the next evaluation.

5. Satisfactory Academic Progress for students with Excused Absence and/or Leave of Absence: SAP report date will be extended in order to accommodate the time the student was absent. The extension of time will be the same as the approved excused absence or leave of absence period. Students returning from an authorized Excused Absence will retain all credits, clock hours and work projects completed as well as SAP evaluations done previously. Students who re-enter the program within 24 months of withdrawal date will not lose any previous credits or state board hours or any SAP reports (see Re-Entry Policy pg. 29).

ACADEMY OF BEAUTY

SATISFACTORY ACADEMIC PROGRESS
EVALUATION PERIODS

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

- The point at which 25% of the course is scheduled to be completed;
- The point at which 50% of the course is scheduled to be completed;
- The point at which 75% of the course is scheduled to be completed;
- The point at which 90% of the course is scheduled to be completed;
- The point of actual completion, or at which each additional 409 clock hours are scheduled to be completed, beyond graduation date.

Example: For the 1600 clock hour Cosmetology course, a student will be evaluated at the increments in which the students is scheduled to reach 400,800,1200, and 1440 clock hours, if applicable at the point of which the student is scheduled to reach an additional 500 clock hours beyond scheduled completion, or at actual completion.

Example: For the 600 clock hour Esthetician course, a student will be evaluated at the increments at which the student is scheduled to reach 150, 300, 450, and 540 clock hours.

Example for the 400 clock hour Manicurist course a student will be evaluated at the increments at which the student is schedule to reach 100, 200, 300 and 360 clock hours.

Special Note: The percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement. Example: A student enrolled at 100 hours per month would be scheduled to complete a 600 hour course in 6 months, a 400 hour course in 4 months and a 1600 hours course in 16 months, allowing no absences.

For example a student enrolled in a 40 week, 1600 clock hour program would be evaluated for SAP after the 10th week; the 20th week; the 30th week and the 36th week. These dates would correspond to the point at which the student was scheduled to have completed 400, 800, 1200, and 1440 clock hours

In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 400 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

ACADEMIC PROBATION:

Students who fail to meet SAP standards during a given evaluation period will be placed on academic/or attendance probation for one additional evaluation period. Students remain eligible to receive aid during the probation period and will be considered as making SAP progress during the probationary period. Probationary students who fall to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic/and or Attendance Progress, will lose any remaining eligibility for student financial aid and may be terminated at the discretion of the institution. In the event such students are allowed to continue with instruction, aid eligibility will be reinstated only after the student has reestablished SAP in accordance with the attendance and grading standards indicated in STANDARDS 1, 2, 3 & 4 of this policy.

In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply.

Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation.

APPEAL PROCEDURES:

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should be received within (5) days of termination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame (5-10) days and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (5-10 days). The decision of the committee shall be final. Students that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be re-entered in the course and financial aid funds will be reinstated to the student.

Students accepted for re-entering the program that previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation, of reentry before financial aid will be retroactive for eligible students who have displayed satisfactory progress within the evaluation probationary period time frame.

COURSE INCOMPLETENESS: Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction.

EXCUSED ABSENCE POLICY: Students may experience extended personal, medical or financial problems which make it difficult to attend class. The institution may allow a student under such circumstances to be excused (excused absence) from the program during that period of time. You must request the excused absence in writing and must be approved by the school Director. An Excused

Absence request form must be filled out and the date of leave and return must be stated on the form prior to the Director approving the excused absence. Do not request an Excused Absence unless you absolutely need one. Students on Excused Absence will not be assessed any additional charges of tuition. Students returning from an authorized Excused Absence will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the excuse absence. Students who fail to return from an excused absence will be considered dismissed as of the last class day of attendance prior to the start of the absence and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 30 days.

ATTENDANCE STATUS: Full time: Full time students are required to be enrolled to attend a minimum of 25 hours per week. Half time enrollment requires a minimum of 12 hours per week. Part-time enrollment is defined as more than 12 but less than 25 hours per week. Less than 12 hours per week is less than half time. Students must maintain a 67% attendance ratio to be considered making SAP on attendance.

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 equated to a letter grade. Evaluation forms are issued to the students at 25%, 50%, 75% and 90% of the course hours completed. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

100% - 90%	A - Superior Performance
89% - 80%	B - Above Average
79% - 70%	C - Average
69% - Below	D - Unsatisfactory

BUYER'S RIGHT TO CANCEL
CANCELLATION & REFUND POLICIES

Cancellation of Agreement:
You have the right to cancel this agreement for a course of instruction offered in this agreement, without any penalty or obligation, if notice of cancellation is made prior to or until midnight of the first day of class, or the seventh day after enrollment, whichever is later. Students who withdraw after the cancellation period, up until 60% of the course completion, are entitled to a pro rata refund of tuition. . Cancellation shall occur when you give written notice of cancellation at the address of the School, 3834 Main Street Culver City, CA 90232, and to the attention of the School Director. Your notice of cancellation can be by mail, electronic mail, hand delivery, or facsimile. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. If you cancel prior to or on the first day of class, or the seventh day after enrollment, which is later, your refund shall be one hundred percent (100%) of the amount paid for institutional charges, less registration fee not to exceed seventy five dollars ($75), and less any kit supplies such as brooks, material and equipment issued and accepted by you. Note: Kit supplies are not returnable due to sanitary reasons. Therefore, once you accepted the kit supplies, the cost will be charged to your account. If you cancel this Agreement, The School will refund any money paid by you, less registration fee, kit supplies costs, and STRF (Student Tuition Recovery Fund) within 30 days after notice of cancellation is received by the School.
If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.
If you obtained a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Withdrawal from course:
You have the right to withdraw for the course of instruction any time. If you withdraw for the course of instruction after the period allowed for cancellation of the agreement, which is until midnight of the first day of class, the School will remit a refund for the unused portion of the tuition fee less registration fee, not to exceed seventy five dollars ($75), and less kit supplies issued to you. Students who withdraw after the cancellation period, up until sixty percent (60%) of course completion are entitled to a pro rata refund of tuition. The refund shall be calculated as follows:

(1) Deduct a registration fee not to exceed seventy five dollars ($75) from the total tuition charge.
(2) Deduct kit supplies fee issued to student from this figure. Kit supplies fee shall not exceed the kit supplies fee stated in this Agreement.
(3) Divide this figure (net registration and kit fees) by the number of hours in the program
(4) The quotient in the hourly charge for the program.
(5) The amount owed by the student for the purposes of calculating a refund is delivered by multiplying the total hours attended by the hourly charge of instruction plus the amount of registration and kit fee, plus any penalty fees for unexcused absences (if applicable).
(6) The refund shall be any amount in excess of the figured delivered in the paragraph (5) that was paid by the student.

If a refund is owed to the student then the amount of the refund shall be made within 30 days after notice of withdrawal is received by the School.

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 TOLL-FREE TELEPHONE NUMBER (888) 370-7589 OR BY FAX (916) 263-1897.

Hypothetical example of a refund calculation:

Assume that a student enrolls in a 1600 hours course and pays $3,800.00 for tuition, $75.00 for registration and $300.00 for equipment as specified in the enrollment agreement and withdraws after completing 600 hours with a perfect attendance record. The pro rata refund would be based on the calculation stated below:

Total amount paid to School by the student		$ 4,175.00
1/	(-) less registration fee	--$ 75.00
2/	(-) less equipment/kit fee	--$ 300.00
3/	Amount of tuition	$ 3,800.00
Divide by the number of hours in the program		1,600
4/	Hourly charge for the program	$ 2.375
5/	Amount owed to School by the student:	
	Tuition ($2.375x600) + registration + Equip/kit	$ 1,800.00
6/	Amount of Pro rata refund to student:	
	Total amount paid by student	$ 4,175.00
	Total amount owed to School	$ 1,800.00
	Prorate amount refund	$ 2,375.00

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 TOLL-FREE TELEPHONE NUMBER (888) 370-7589 OR BY FAX (916) 263-1897.

STUDENT TUITION RECOVERY FUNDS STATEMENTS
STATE OF CALIFORNIA
STUDENT TUITION RECOVERY FUND

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 in 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 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 costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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 in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of 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, or are not enrolled in a residency program, or
   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.

For more information or certification contact:

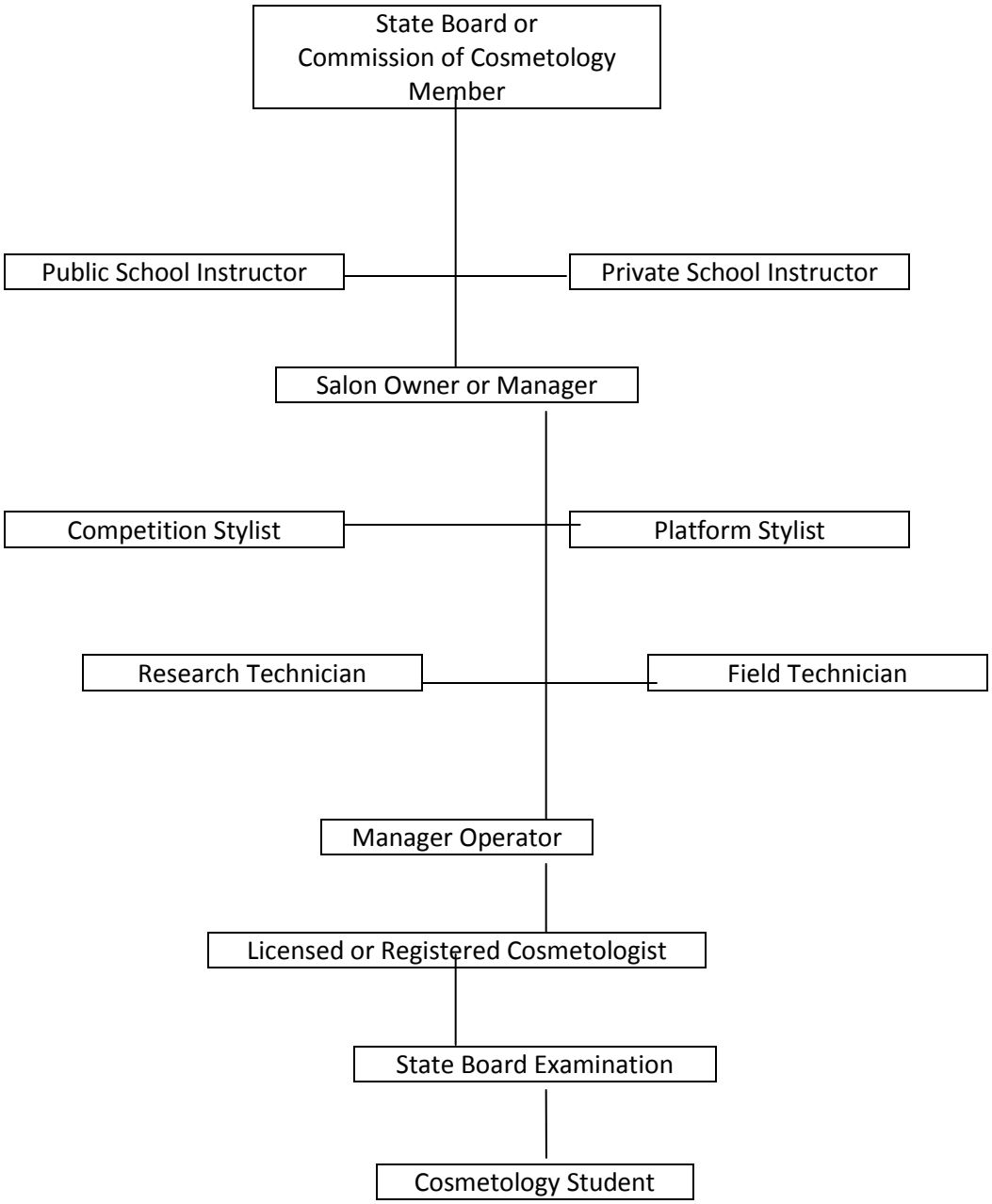
Bureau for Private Postsecondary Education

2535 CAPITAL OAKS DRIVE, SUITE 400, SACRAMENTO, CA 95833
WWW.BPPE.CA.GOV TELEPHONE (888) 370-7589 - FAX (916) 263-1897

CAREERS

IN

COSMETOLOGY



ACADEMY OF BEAUTY
EQUIPMENT / FURNITURE

DESCRIPTION	QUANTITY
- STYLING STATION	58
- STYLING CHAIR	42
- SHAMPOO CHAIR	8
- SHAMPOO UNIT	7
- HAIR DRYER STATION	5
- BLOW DRY	40
- CERAMIC FLAT IRON	4
- CURLING IRON	50
- HAIR CLIPPER	6
- FACIAL BED	11
- FACIAL STOOL	11
- FACIAL STEAMER	6
- MAGNIFYING GLASS	2
- WAX WARMER	6
- MICRODERMABRASION MACHINE CRYSTALS	1
- MICRODERMABRASION MACHINE DIAMOND TIP	1
- HOT TOWEL UNIT	2
- TABLE STATION	5
- FOLDING CHAIR W/ WRITING PAD	24
- MANICURE TABLE	4
- TRAY	15
- TABLE THEORY	12
- CHAIR THEORY	25
- DESK	4
- CHAIR	7
- TELEVISION	1
- TV FLAT SCREEN 32’	1
- COMPUTER DESK TOP	1
- MONITOR	1
- COMPUTER LAPTOP	1
- PROJECTOR	1
- PROJECTOR SCREEN	1
- COPY MACHINE	1
- PRINTER	2

ACADEMY OF BEAUTY
EQUIPMENT / FURNITURE

DESCRIPTION	QUANTITY
- FAX	1
- MERLIN PHONE SYSTEM	1
- PHONE	5
- CASH REGISTER	1
- STEREO SYSTEM	1
- TIME CLOCK	1
- DISPLAY CASE	4
- COUCH	2
- WASHER	2
- DRYER	3
- REFRIGIRATOR	3
- MICROWAVE	3

VIDEO LIBRARY COSMETOLOGY

1. Art of the Modern Blonde Highlights by Clairol
2. Be Long by PAUL MITCHEL
3. Be Long by Paul Mitchell
4. Beautiful Hair Styling Video
5. Beautiful Skin by Matrix
6. Biolage by Matrix
7. Brightening Color Gloss by Shades Above
8. Building Your Logics Color Business Vol. 1 by Logics
9. CHI Styling Products
10. College it's for You by California Student Aid
11. Color Career Video No. 3 by CLAIROL
12. Color the Vero System by Joico
13. Composition Opposition by SEBASTIAN
14. Cosmetology Kit Demo by Western States Kit Co.
15. Creation Re-Creations by Trevor Sorbie Video
16. Demo Corrective Skin Care by G. M. Collin Education
17. Demo Tape by Adpower Inc
18. Diffused Strength Tape 3 Deconstruction Women's Collection
19. Easy Weavers
20. Educational Resource 2nd Edition by MURAD
21. Entrance Interview - Time After Time by California Student Aid
22. Essential Liquids by MATRIX
23. EV 56 the Primary by TONY & GUY
24. Exit Interview Time After Time by California Student Aid
25. Fashion Nails by IMPRESSIONS
26. Five Power Lift Techniques in Fifteen Minutes by Redken
27. Hair Again Vol. IV
28. Hair Color by CLAIROL
29. Hair Color series 1 by Redken
30. Hair Removal WAX'N WAXING
31. Haircutting by SEBASTIAN
32. Highlighting Technique by HOW TO GET THE LOOK
33. Hollywood Hair Fantasies Show by ROYAL IMEX INC.
34. Home Haircutting with Wahl by Wahl Clipper Co.
35. How To skincare by Murad
36. It's a World of Color by THE CONTINENTAL CUT
37. It's a world of Color by The Continental Cut
38. It's Your Future - Financing a College Education by California Student Aid
39. Kaleidocolors by Clairol
40. Lesson II Single Process Tint by MILADY
41. Lesson III Tint Retouch by MILADY
42. Lesson IV Lightening by MILADY
43. Light, Medium and Heavy Highlights by SPEED WAVER
44. Manicure Demo by Western States Kit Co.
45. Media Showcase: Aesthetics World Exposition 1994
46. Microdermabrasion by ESSENTIAL SKIN
47. Misshapes/on the Edge 1997 Collection by SEBASTIAN
48. Movement Tape 4 Deconstruction Women's Collection
49. Nail Art video 1 by Princess Nails International Inc.
50. Passion by RUSEEL L. PARKS Techniques PART I
51. Perforations and Trucco Transcending by SEBASTIAN
52. Permanent Waving
53. Personalized you Program
54. Photography Preview by American Beauty Portraits
55. Presentation of Estelina's Product Line
56. Products by Bioelements
57. Radical Anticurl by Rusk
58. Revolutionary Hair Care vol.1 by ISO
59. Sea Clay Products
60. Seamless Tape 2 Deconstruction Women's Collection
61. SEBASTIAN Collection Spring 2000
62. SEBASTIAN D.C. Part 1&2
63. Sebastian Seminar Shags, Short Cuts
64. Shape of Things to Come by SEBASTIAN
65. Sir Robert Clegg on Adaptability Part one Advanced Media Corp.
66. Skin by KCET
67. Skin care system by SANDY STELEE
68. Soft Edges Tape 1 Deconstruction Women's Collection
69. Starter kit Program "After Removal of Artificial Nails"
70. State Board Demonstration
71. Styling Videos by HOW TO GET THE LOOK
72. Sunglitz Art - Fun and Money by Farouk System Inc.
73. Sunless Airbrush Tanning System by Theraglow
74. Switch Craft Limited Edition by SEBASTIAN
75. The 31st Collection Spring Summer 1995 by Framesi
76. The 32nd Collection Fall Winter 1995/96 by Framesi
77. The 33rd Collection Spring Summer 1996 by Framesi
78. The 34th Collection Fall Winter 1996/97 by Framesi
79. The Basic of Socolor lesson 1 by Matrix
80. The Claw and the Sheong by TONI & GUY
81. The Freedom Collection by Joico
82. The Great Gray Cover-up and More by CLAIROL
83. The Professional's Approach skincare by Matrix
84. The Skin Protect Opportunity by Horizon Marketing Group Inc.

DVD LIBRARY COSMETOLOGY

1. Clairol Color Book 2005 by Clairol
2. Color System by Igora
3. Make Up by Milady
4. Making the World a More Beautiful Place T-10 by Regis Corporation
5. Making the World a More Beautiful Place T-11 by Regis Corporation
6. Making the World a More Beautiful Place T-12 by Regis Corporation
7. Master Educator's DVD by Milady
8. Milady's Standard Comprehensive Training for Estheticians by Milady
9. Sebastian's DVD collection vol 2 by Sebastian
10. System Educator by Igora
11. The Art of Educated Creativity by Clairol
12. To Be a Master vol. 2 by Mogi

VIDEO LIBRARY ESTHETICIAN

1. American Red Cross – Beyond Fear
2. American Red Cross – Blood Borne Pathogens training Preventing Disease
3. Clean up and easy Brazilian
4. Esalen massage
5. Essential skin – Microdermabrasion
6. Face 2 face esthetician kits
7. Indian Champissage – Indian head massage
8. Japanese facial massage
9. Jolie Products
10. Murad - resurgence renewal face
11. Murad – vitamin infusion facial
12. Murad AHA rapid exfoliate system
13. Murad Professional Enzyme treatment
14. Ohashi touch – face lift vital eyes
15. Ohashi Touch – ultimate relaxation
16. Professional Brazilian full body hard wax video
17. Professional Bridal Make-up
18. Speed Waxing with Lori Nestore
19. Stone facial
20. The unique synergy of nature and science
21. The whole ball of wax
22. Wax n' waxing

ACADEMY OF BEAUTY

DVD LIBRARY ESTHETICIAN

1. Advance international skin care Techniques
2. Aesmetic video source – skin analysis and extraction
3. Body worlds
4. Body Worlds
5. Cosmo kit co – esthetician
6. Creative Brazilian waxing
7. Derma New – Learn how professional treatment protocol
8. Dermaglow – Demonstration Video
9. Dermalogica – 9 at 9 Jane Wurwand
10. Dermalogica – Clean Start
11. Dermalogica – Medibac clearing training module
12. Dermalogica – Professional training module
13. Esthetics fundamentals Suport sliders
14. Face mapping – work book cd
15. Fenix foundation the face of fenix
16. Flawless body waxing
17. Image skincare – Training DVD Instructional Peeling video
18. Image skincare – Training DVD product knowledge video
19. Inspire – Weeding makeup
20. Makarizo Step by step make over
21. Murad – Professional Rapid Exfoliator
22. Satin Smooth – female Brazilian
23. Speed waxing with Wax Queen
24. Thomson – makeup
25. WSK – esthetician demonstration

ACADEMY OF BEAUTY

3834 MAIN STREET
CULVER CITY, CALIFORNIA 90232
(310) 837-0411
www.TheAcademy.LA

CERTIFICATE OF APPRECIATION

THIS CERTIFICATE IS PRESENTED TO

AS AN EXPRESSION OF OUR SINCERE APPRECIATION FOR YOUR OUTSTANDING EFFORT AND EXTRAORDINARY DEDICATION TO THE ESTHETICS PROGRAM AT ACADEMY OF BEAUTY

(DATE)

PRESENTED BY:

_____

TIM NGUYEN
DIRECTOR

ACADEMY OF BEAUTY

3834 Main Street
Culver City, California

This Certificate Certifies That

(NAME)

Having successfully completed the prescribed course of instruction
in

COSMETOLOGY

As developed and taught by this school and thus
having shown proficiency is hereby awarded this

DIPLOMA

_____	_____	_____
Instructor	Date	Director

ACADEMY OF BEAUTY

3834 Main Street
Los Angeles, California

This Certificate Certifies That

(NAME)

Having successfully completed the prescribed course of instruction
in

ESTHETICS

As developed and taught by this school and thus
having shown proficiency is hereby awarded this

DIPLOMA

_____
Instructor

_____ _____ _____
Instructor Date Director