WESTERN BEAUTY INSTITUTE

SCHOOL CATALOG DISCLAIMER:

This catalog is published for informational purposes. Although every attempt is made to ensure accurate information, the information provided should be used only as a reference and planning tool. While students are governed by the catalog that is in effect in the academic year in which they enter, students should not assume that the catalog is a contract between Western Beauty Institute and students. The Administration Staff of Western Beauty Institute reserves the right to change, at any time, without notice, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in this catalog. Students should always consult with their Institution's advisors to confirm all information.

FROM THE PRESIDENT……..WELCOME!

Dear Student,

Welcome to **SAN FERNANDO BEAUTY ACADEMY Inc., DBA** as **WESTERN BEAUTY INSTITUTE**, and thank you for selecting us to provide you with your desired training. You are now entering into an institution of learning that will provide you with the tools for a successful future in the beauty industry. 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.

At **WESTERN BEAUTY INSTITUTE,** our goal is to offer you the basic program to improve your ability to take and pass the licensure examination required by the California Board of Barbering and Cosmetology. We place emphasis on how to be successful in the workplace, and the life skills necessary to create the lifestyle you desire. This means hard work, dedication, and lots of practical work on your part. Your training will consist of theory classes, hands-on application of subject matters studied in the theory classes, business management, business concepts, and the elements needed for personal success.

The training you will receive, will allow you to obtain an entry-level position in the beauty industry. Your success and advancement in this industry will depend on your own efforts once you begin your respective career.

It is a pleasure to have you join us at **WESTERN BEAUTY INSTITUTE.** My goal is to help you discover your ability to transform your life and your client's lives, by your skills. The degree of your satisfaction will depend on the efforts you are willing to apply during the entire course of your training. Again, welcome to **WESTERN BEAUTY INSTITUTE**. The entire Staff wishes you a successful career in the Beauty business world.

Sincerely,

Christina Diaz

Ms. Christina Diaz
President /Chief Executive Officer (CEO)

EDUCATIONAL OBJECTIVES/ MISSION STATEMENT

The need for well-trained professions in the beauty industry is infinite. The beauty culture is changing with the times! What was considered adequate schooling years ago is no longer sufficient for today's exacting demands.

If you have an entrepreneurial spirit and your goal is to own your own business, where else can a man or woman with limited resources enter a new career that offers so much opportunity for success in so little time than in the Beauty Culture? Beauty has become big business! More leisure time, bigger incomes, and a general upswing in the number of employed women on a national level have contributed to the tremendous growth of the beauty industry. This industry offers more opportunities in job diversification than most trades or professions. Good Cosmetologists, Estheticians, Barbers, Manicurists, and Nail Technology are in demand year-round in every state and in every country. Your work is not only pleasant and exciting, but you meet interesting people while working in nice and diverse surroundings. Additionally, you can also become an important and respected member of your community. The beauty business is also one of the easiest to get started in and requires relatively little capital investment.

At **WESTERN BEAUTY INSTITUTE,** our primary objective is to offer training that prepares each student in acquiring the knowledge and skills necessary to pass the Board of Barbering & Cosmetology National Examination. In the process, our secondary objective is to maximize the development and personal growth of each student as a total person and to help them discover their true potential and ultimately become successful Cosmetologists, Cosmetology entrepreneur, future teacher, Estheticians, Barbers, and Manicurists in the beauty industry. Our prime vocational objective is to train and produce graduates with sufficient knowledge to seek and find employment. Every student should be able to function effectively in one of the many specialty areas available out there such as: Hair Stylist, Barber, Esthetician, Hair Colorist, Skin Care Specialist, Manicurist, Make-up Artist, Beauty Salon operator, Barber Salon Operator, Spa Operator, working in a Spa, or in a Dermatologists office. A normal progression would move either he or she into positions such as Beauty Salon Manager, Beauty Salon owner, Barber Salon Owner, Spa owner, Supervisor, Director, or School Owner, Estheticians can also work for Dermatologists or Plastic Surgeons, with further training and enough experience as a Cosmetologist, Esthetician, Manicurist or Barber, even become a school Instructor.

We are happy to have you visit the school at any time. Come in and see our students, facilities and the teaching staff. Please consider our many advantages for a serious student. Our staff would be pleased to answer all your questions.

APPROVAL DISCLOSURE STATEMENT

SAN FERNANDO BEAUTY ACADEMY INC, DBA as **WESTERN BEAUTY INSTITUTE** is a private institution and was granted institutional approval from the Bureau for Private Postsecondary Education Pursuant to California Education Code Section 94915. The bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post secondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be reviewed and re-approved every three years and is subject to continuous review. The Bureau has approved the following courses we offer:

Cosmetology Course - 1600 clock hours ▪ Barber Course - 1500 clock hours ▪ Esthetician Course - 600 clock hours

Manicurist- 400 clock hours ▪ Nail Technology Course- 600 hours ▪ Cosmetology Instructor Course - 600 clock hours

Instruction is in residence with facilities occupancy level accommodating 350 students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

The following are State Bureaus, Departments and/or Agencies which set minimum standards for our program of studies in accordance with education Code Section 94316.12: **STATE OF CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION.**

The State of California Department Consumer Affairs- Board of Barbering and Cosmetology National Examination provides licenses to graduates once they pass the Board of Barbering & Cosmetology National Examination.

Western Beauty Institute's campuses are nationally accredited by the **National Accrediting Commission of Career Arts and Sciences**.

Western Beauty Institute is approved by the **United States Department of Education (USDE)** as an eligible institution to participate in the Federal PELL Grant Program, Federal Supplemental Education Opportunity Grant, and Federal Student Loans.

Persons seeking to resolve problems or complaints should first contact the immediate instructor in charge. Requests for further action may be made to the owner – Ms. Christina Diaz. Unresolved complaints may be directed to the:

STATE OF CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS
1625 NORTH MARKET BLVD SUITE N-112
SACRAMENTO, CA 95834
(800) 952-5210 or www.dca.ca.gov

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
PO BOX 980818
WEST SACRAMENTO, CA 95798-0818
(916) 431-6959 or E-mail: bppe@dca.ca.gov

All information in the contents of this school catalog is current and correct and is so certified as true by: Ms. Christina Diaz, President/Chief Executive Officer: *Ms. Christina Diaz*

STUDENT TUITION RECOVERY FUND STATEMENT:

(State of California Student Tuition Recovery Fund)

California Law requires that, upon enrollment, a fee be assessed to the institution in relation to the cost of tuition (Education Code Section 94944 & 94945) (These fees are non-refundable). These fees support the Students Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of: **A)** The closure of the institution, **B)** The institution's breach of anticipatory breach of the agreement for the course of instruction, or **C)** A decline in the quality or value of the course of instruction within the 180-day period before the institution's closure. The fund protects only California students. Institutional participation is mandatory.

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or cancelled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF, which must be filed within one year of the Bureau's service on the student of their rights under the STRF, or if notice of rights are served to the student, within four years of imputations closure. For further information or instructions contact:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
PO BOX 980818
WEST SACRAMENTO, CA 95798-0818
(916) 431-6959 or E-mail: bppe@dca.ca.gov

WESTERN BEAUTY INSTITUTE

ADMINISTRATIVE ORGANIZATIONAL CHART

FOR PANORAMA CITY MAIN CAMPUS

Christina Diaz
President/CEO

Teresa Romero
Assistant Director

Nancy De La Cruz
Admissions

Ana Garcia
Financial Aid Officer

Rachel Reynoso
Financial Aid Officer
Student Services Placement

Jamie Lee Gomez
Student Service

Lydia Lopez
Inventory Control

Carlos Estrada
Bookeeper

Nataly Diaz
Attendance Clerk

Joanna Morales
Day Receptionist

Yesenia Razo
Night Receptionist

Letty Rodriguez
Student Academic Counselor

Vickie Aguiniga
Barber/Esthetician
Receptionist (Day)

Marisol Martinez
Barber/Esthetician
Receptionist (Night)

WESTERN BEAUTY INSTITUTE

INSTRUCTORS ORGANIZATIONAL CHART

FOR THE PANORAMA CITY MAIN CAMPUS

Ms. Flora Leanos
Instructor Supervisor

DAY INSTRUCTORS

Ms Aida Laboriel
Instructor

Ms. Marcela Arellano
Instructor

Ms. Andrea Cohen
Instructor

Ms. Margarita Reynoso
Instructor

Ms. Angelica Caldera
Instructor

Ms. Kristine Spicer
Instructor

Ms. Nazareth Avila
Instructor

Ms. Jacqueline Lozano
Esthetician Instructor

Ms. Araceli Marquez
Manicurist Instructor

Mr. Edward Fonseca
Barber Supervisor

Mr. Kenneth Copeland
Barber Instructor

Mr. Kimberlin Bain
Barber Instructor

Mr. Salvador Alcaraz
Barber Instructor

EVENING INSTRUCTORS

Ms. Aurelia Corona
Instructor/Supervisor

Mr. Salvador Mendoza
Instructor

Ms. Edith Soto
Instructor

Ms Maritza Veliz
Instructor

Mr. Edward Fonseca
Barber Instructor

Mr. Fernando Olaya
Barber Instructor

Ms. Alma Martinez
Cosmetology Instructor

Mayra Sinohui
Make-up Instructor

WESTERN BEAUTY INSTITUTE
ADMINISTRATIVE ORGANIZATIONAL CHART
FOR THE LANCASTER BRANCH CAMPUS

Christina Diaz
President/CEO

Martha Diaz
Campus Director

Lucia Martinez
Financial Aid Director

Sara Esquivel
Admissions

Karla Paz
Inventory Control

Natalie Melendrez
Attendance Clerk

Valeria Montenegro
Placement Officer

Felicitas Jauregui
Student Academic Progress Clerk

Celia Garcia
Day Receptionist

Laura Shaare
Night Receptionist

WESTERN BEAUTY INSTITUTE

INSTRUCTORS ORGANIZATIONAL CHART
FOR THE LANCASTER BRANCH CAMPUS

Ms. Jahni Carrasquillo
Day Supervisor

DAY INSTRUCTORS

Ms. Becky Breda
Day Instructor

Ms. Sandra Gutierrez
Esthetician Instructor

Ms. Daisy Enamorado
Day Instructor

Ms. Marisela Basulto
Day Instructor

Ms. Lupe Ramirez
Day Instructor

Ms. Carie Bartlett
Barber Teacher Assistant

Ms. Cendy Vo
Manicuring Instructor

Mr. Ron Corbitt
Barber Instructor

Mr. Hason Meyers
Teacher Assistant

NIGHT INSTRUCTORS

Ms. Cendy Vo
Night Instructor

Ms. Maria Lopez
Night Instructor

Mrs. Marlene Rosales
Barbering Instructor

Ms. Yvonne Henry
Day/Night Instructor

Mr. Ronnell Anson
Barbering Instructor

BILINGUAL FACULTY AND THEIR QUALIFICATIONS FOR PANORAMA CAMPUS:

Flora Leanos (Cosmetology Supervising Instructor) – She has been a licensed Cosmetologist since 1980. She has been a licensed Cosmetology Instructor since 1985. Holds a certificate of Authorization of service from the Bureau for Private Postsecondary and Vocational Education. She received her teaching Credentials in January 2005.

Aurelia Corona (Cosmetology Supervising Instructor)- She has been a licensed Cosmetologist since 1986. She has been a licensed Cosmetology Instructor since 1991. Holds a certificate of Authorization of service from the Bureau for Private Postsecondary and Vocational Education.

Margarita Reynoso- (Cosmetology Instructor)- She has been a licensed Cosmetologist since 1991. She has been a licensed Cosmetology Instructor since 1995. Holds a certificate of Authorization of service from the Bureau for Private Postsecondary and Vocational Education.

Aida Laboriel (Cosmetology Instructor)- She has been a licensed Cosmetologist since 1978. She has been a licensed Cosmetology Instructor since 1981. Holds a certificate of Authorization of service from the Bureau for Private Postsecondary and Vocational Education. She received her teaching Credentials in January 1999.

Kristine Peach (Cosmetology Instructor)- She has been a licensed Cosmetologist since 1983. She has been a licensed Cosmetology Instructor since 2009.

Andrea Cohen (Cosmetology Instructor)- She has been a licensed Cosmetologist since 2001. She has been a licensed Cosmetology Instructor since 2003.

Angelica Caldera (Cosmetology Instructor)- She been a licensed Cosmetologist since 1983. She has been a licensed Cosmetology Instructor since 2008.

Marcela Arellano (Cosmetology Instructor)- She has been a licensed Cosmetologist since 1993. She has been a licensed Cosmetology Instructor since 2006.

Alejandra Pena (Cosmetology Instructor)- She has been a licensed Cosmetologist since 2003. She has been a licensed Cosmetology Instructor since 2005.

Sal Mendoza (Cosmetology Instructor)- He has been a licensed Cosmetologist since 1981. He has been a licensed Cosmetology Instructor since 2003.

Alma Martinez (Cosmetology Instructor)- She has been a licensed Cosmetologist since 2001. She has been a licensed Cosmetology Instructor since 2002.

Edith Soto(Cosmetology Instructor)- She has been a licensed Cosmetologist since 2000. She has been a licensed Cosmetology Instructor since 2006.

Araceli Marquez (Cosmetology Instructor)- She has been a licensed Cosmetologist since 2007. She received her Manicurist license in 2010. She has been a licensed Cosmetology Instructor since 2008.

Maritza Velez (Cosmetology Instructor)- She has been a licensed Cosmetologist since 2002. She has been a licensed Cosmetology Instructor since 2005.

Lurdes Roque (Nail Technology Instructor)- She has been a licensed Cosmetologist since 2005. She has been a licensed Cosmetology Instructor since 2009 and currently teaching the Nail Technology course since 2010.

Jacqueline Lozano- (Esthetician Instructor)- She has been a licensed Esthetician for 20 years. She has been an Esthetician Instructor for 2 years.

Kenneth Copeland- (Barber Instructor) - He has been a licensed Barber for 10 years. He has been a Barber Instructor for 7 years.

Edward Fonseca (Barber Instructor) – He has been a licensed Barber for 5 years. He has been a Barber Instructor for 2 years.

Kimbail Bain (Barber Instructor) – He has been a licensed Barber for 3 years. He has been a Barber Instructor for 3 years.

Fernando Olaya (Barber Instructor) - He has been a licensed Barber for 8 years. He has been a Barber Instructor for 1 year.

Salvador Alcaraz- He has been a licensed Barber for 7 years. He has been a Barber Instructor for 1 year.

BILINGUAL FACULTY AND THEIR QUALIFICATIONS FOR LANCASTER CAMPUS:

Jahni Carrasquillo (a.k.a.-Martinez) (Cosmetology Instructor)- She has been a licensed Cosmetologist since 1994. She has been a Cosmetology Instructor since 2007.

Ronnell Jamaul Anson (Barber Instructor)- He has been a licensed Barber since 2005. He has been a Barber Instructor since 2010.

Carie Leann Bartlett (Teacher's Assistant)- She has been a licensed Cosmetologist since 2010. She has been a T.A.(Teacher Assistant) since 2011. She has been a licensed Barber since 2011.

Marisela M. Basulto (Cosmetology Instructor)- She has been a licensed Cosmetologist since 1998. She has been a Cosmetology Instructor since 2006. She Holds a Barber License since 2011.
Holds current certificate of Authorization of service from the Bureau for Private Postsecondary and Vocational Education

Becky Breda (Cosmetology Instructor)- She has been a licensed Cosmetologist since 1983.
She has been a Cosmetology Instructor since 2005. She holds a degree in Associate in Arts Selected Studies for cosmetology instructor since 2005. Holds current certificate of Authorization of service from the Bureau for Private Postsecondary and Vocational Education

Ronald J. Corbitt (Barber Instructor)- He has been a licensed Cosmetologist since 1996. He has been a Cosmetology Instructor since 2010. Holds a Barber License since 2011

Daisy Enamorado (Cosmetology Instructor)- She has been a licensed hairdresser since 1976. She has been a licensed Cosmetologist since 1978. Has been a Cosmetology Instructor since 2006. Holds an Esthetician license since 2009. Holds an AA degree from West Los Angeles College Participant in the Milady Master Educator Program. Holds current certificate of Authorization of service from the Bureau for Private Postsecondary and
Vocational Education

Sandra G. Gutierrez (Esthetician Instructor)- She has been a licensed Esthetician since 2008. She has been an Esthetician Instructor since 2010 . Holds a Cosmetology License since 1999

Yvonne N. Henry (Cosmetology Instructor)- She has been a licensed Cosmetologist since 2005. She has been a Cosmetology Instructor since 2009. She holds current certificate of Authorization of service from the Bureau for Private Postsecondary and Vocational Education.

Maria Lopez (Cosmetology Instructor)- She has been a licensed Cosmetologist since 2003. She has been a Cosmetology Instructor since 2007. She holds current certificate of Authorization of service from the Bureau for Private Postsecondary and Vocational Education.

Marlene Rosales (Barber Instructor)- She has been a licensed Barber since 1992. She has been a Barber Instructor since 2010.

Cendy T. Vo (Manicurist Instructor)- She has been a licensed Manicurist since 2007. She has been a Manicurist Instructor since 2010. She holds a Cosmetologist License since 2009.

FACILITIES: Western Beauty Institute**,** 8700 Van Nuys Blvd**,** Panorama City, CA 91402. Phone #: (818) 894-9550. (Main Campus) (13,500 sq. ft.) (Institution Code: 1906711) is a spacious air-conditioned; two story modern facility with many benefits for our staff and students. Our campus simulates salon conditions to help our students "learn-by-doing" or "hands-on training", with modern equipment and a variety of supplies that help enhance the student's product knowledge.

Western Beauty Institute Barber/Esthetics Expansion Campus (Institution Code: 014057-00) is located at 8612 Van Nuys Blvd. Panorama City. Phone #: 818-894-9164. Our satellite simulates salon conditions to help our students "learn-by-doing" or "hands-on training", with modern equipment and a variety of supplies that help enhance the student's product knowledge.

WBI School for Professionals is located at 13561 Glenoaks Blvd. Sylmar, CA 91342. Phone # is: (818) 361-2323.

Lancaster Branch Campus (15,200 sq. ft.) (Institution Code: 41462661) located at 2733 W. Avenue L, Lancaster, CA 93536 is a spacious air-conditioned; two story modern facility with many benefits for our staff and students.

WBI Schools Website: **www.wbi.edu**

HANDICAPPED (Wheelchair Access): Access for handicapped students to the institution's facilities is available at the college. However, this institution **does not** offer special facilities or educational programs for the handicapped.

ACCREDITATION: The **NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES**, 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302- (703) 600-7600, accredits our campuses, an agency recognized by the United States Department of Education for Cosmetology Accreditation. As an accredited institution, qualified students may apply for and receive financial assistance for tuition and other costs.

STATEMENT OF NON-DISCRIMINATION: **WESTERN BEAUTY INSTITUTE** does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, and ethnic origin, area of origin or residence in its admissions, instruction or graduation policies.

COURSES OF STUDY: **COSMETOLOGY COURSE**: (1,600 Clock Hours) The course of study for students enrolled in a cosmetology course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology. Educational goals: The cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist: (D.O.T. #332.271-010, CIP #12.0401, S.O.C. #39-5012). **ESTHETICIAN COURSE** (600 Clock Hours) the course of study for students enrolled in an Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations designed to prepare students for the state licensing examination and for profitable employment as an Esthetician (D.O.T. #332.271-010, CIP #12.0409, S.O.C. #39-5094),
BARBER COURSE: (1500) clock hours. The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering. The barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber (D.O.T #330.371-010, CIP #12.0402, S.O.C. #39-5011), **MANICURIST** (400) clock hours. The curriculum for students enrolled in a Nail Technician course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices constituting the art of Nail Technician. The Nail Technician course of study is designed to prepare students for the state licensing examination and for profitable employment as a Nail Technician. (D.O.T. #331.674-010, CIP #12.0410, S.O.C. #39-5092). **NAIL TECHNOLOGY** (600) clock hours. The curriculum for students enrolled in a Nail Technician course shall consist of four hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of Nail Technician. The Nail Technician course of study is designed to prepare students for the state licensing examination and for profitable employment as a Nail Technician. (D.O.T. #331.674-010, CIP #12.0410, S.O.C. #39-5092) **COSMETOLOGY INSTRUCTOR COURSE**: (600 Clock Hours) the course of study for students enrolled in the Cosmetology Instructor Course shall consist of six hundred (600) clock hours of technical instruction and practical operations designed to prepare students for the state licensing examination and for profitable employment as a Cosmetology Instructor (D.O.T. #097.221-010, CIP # 120413, S.O.C. #25-1194). **MAKE-UP COURSE**: This is a 4-week certificate course.

FRESHMAN CLASS-ENROLLMENT: The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. (SEE CURRICULUMS STARTING ON PAGE 48)

The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass the Board of Barbering/Cosmetology examinations. From this initial introduction, you will learn all the fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows: Cosmetology: 320 hours, Barber: 300 hours, Esthetician: 120 hours, Manicurist 80 hours, Nail Technology 120 hours, Instructor 120 hours. **WESTERN BEAUTY INSTITUTE** considers the freshman classes to be the foundation for your future.

ENGLISH-AS-A-SECOND LANGUAGE: Our institution does not offer English-as-a-Second Language courses.

TEXTBOOKS, EQUIPMENT & SUPPLIES: Textbooks/Equipment & Supplies will be issued at the beginning of the freshman class. Each student will be issued a kit of equipment with carrying case. The kit contains the equipment necessary for satisfactory completion of the course. **However, you will be required an "out of pocket" expense to purchase other items necessary for your classes or to replace your lost or broken items while in school**. Your instructor will be advising you of the supplies you will need as you begin each class. 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. Certain disposable items are not included in your kit and need to be supplied by each student.***

*****IMPORTANT REMINDER: it is up to the student to keep their valuables in their lockers at all times. The school will not be responsible for lost or stolen valuable/ items. The school surveillance (cameras) is for the purpose of overseeing the guests and customers to ensure students and staff safety. The school cameras are not focused directly onto student's stations.***

CREDIT EVALUATION: Appropriate credit will be granted for prior training or experience upon review and verification by Instructor officials of its validity under the Cosmetology Act and the Board of Barbering & Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the Institution will depend entirely on the Board of Barbering and Cosmetology Regulations.

CALENDAR/HOLIDAYS: The college is closed on Sundays, and the following holidays: New Year's Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. A "special" holiday may be declared for emergencies or special reasons, beyond the school's control. Holidays of all religious beliefs are respected and allowed.

CLASS SCHEDULES 2012-2013: Classes start: Weekly on each Monday. Day Classes are held Monday through Friday from 8:30 a.m. to 2:30 p.m. Evening Classes are held Monday through Thursday from 6:00 p.m. to 10:00 p.m., including Saturday from 8:30 a.m. to 5:00 p.m. Prospective students may apply for enrollment on any day of the school calendar.

ADMISSION POLICY: The school is accepting applicants for admissions as regular students once one of the following criteria has been met:

A) Applicants must be at **least 16 years** of age or **older** and **must provide** a copy of his/her **U.S. High School Diploma, or GED,** a California State Proficiency Test or its equivalent. **For students that have immigrated to the United States, and cannot provide an actual copy of the High School Diploma or its equivalent, the applicant will be required to provide a High School Diploma or its equivalent from their country. We do not accept self-certified letters. If a student cannot secure evidence of High School completion, the student will need to be admitted under the Ability-to-Benefit Exam which is stated below. Admissions Test:** Currently, **WBI** uses the **WONDERLIC SLE** (Passing score of 21 or higher) to determine the student's ability to be trained in the courses offered by **WBI**. The admissions personnel will provide applicants with additional information as to how to arrange for the test. Students must take and pass the test before being **admitted** in school by signing the enrollment contract and before the first day of class.

B) Students lacking the U.S. High School Diploma or its equivalent, must be at least **18 years** old, must have **completed the 10th** grade education level or its equivalent as required by the Board of Barbering and Cosmetology. Students admitted under this criteria, will be required to pass one of the Ability-to-Benefit exams prior to admission. These Ability-to-Benefit tests are approved by the U.S. Department of Education administered by an independent proctor. **Students subject to these criteria are referred to as students admitted under the Ability-to-Benefit criteria guidelines**. Currently, our school uses the WONDERLIC VS-1/QS-1 (Passing score VS-1 section of 200 or higher and QS-1 section of 210 or higher). Also the SLV #4 and SLV #5 (passing score of 15 or higher). These tests are also used to determine the student's ability to be trained in the courses offered by **WBI**. Students subject to these criteria are referred to students admitted under the Ability-to-Benefit criteria guidelines. The admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to being admitted in school by signing the enrollment contract and prior to

the first day of class. Students admitted under the Ability-to-Benefit procedures, are encouraged to obtain a GED certificate equivalent to a High School level of education by contacting: **Lancaster Campus**: Palmdale High School, (Alternative Learning Center), 2137 E. Avenue R, Rm. 812, Palmdale, CA. 93550. (661) 267-6027 **or** Antelope Valley College, 3041 W. Avenue K, Lancaster, Ca. 93536 (661) 722-6300. **Panorama Campus**: North Valley Occupational Center, 11450 Sharp Avenue, Mission Hills, CA 91345 (818) 365-9645

C) Cosmetology Instructor applicants must have the U.S. High School diploma or its equivalent in addition to a valid Cosmetology license.

D) Our school does not recruit students already attending or admitted to another school offering a similar program of study.

E) This Institution has not entered into an articulation or transfer agreement with any other college or university.

RE-ENTRY POLICY: All students who withdraw may re-enter into the program if the student was in good standing with the Institution, without the loss of credit from the Board of Barbering & Cosmetology hours. However, they must re-enroll within 5 years from the date of their withdrawal. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the school before the student is accepted for re-enrollment. This is an institutional policy. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. Each re-entry is treated on an individual basis. **WBI** reserves the right to reject students that had withdrawn from **WBI** twice before

ORIENTATION CLASS: Orientation classes for all students are held as follows: Panorama Campus: Every Wednesday, Thursday and Friday from 3:00 p.m. to 5:00 p.m. Lancaster Campus: Every Friday from 3:00 p.m. to 5:00 p.m. During orientation, we will be conducting a Direct Loan Entrance Interview that consists of a DVD Audiovisual presentation.

CAREER ADVISING AND PERSONAL ATTENTION: Students are advised individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with students. This activity supplements the daily advising carried out by the instructors and supervisor. Students may request additional advising sessions at any time.

Students are given personal attention and assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and progress. Remedial assignments are given when required. Particular attention is given to preparation for the Board of Barbering and Cosmetology National Examination.

HEALTH AND PHYSICAL CONSIDERATIONS: Generally, the professional in the beauty field must be in good physical health since he/she will be working in direct contact with patrons. In most aspects of the beauty field there is a great deal of standing, walking, pushing, bending, and stretching for extended periods of time. A person must consider his/her physical limitations when making a career choice that involves extensive training.

SATISFACTORY ACADEMIC & ATTENDANCE PROGRESS POLICY (SAAP)

STANDARDS: This institution expects all of its regular students to maintain **Satisfactory Academic & Attendance Progress (SAAP)** as established by this institution under the guidelines of the, institution's accrediting body the student must:

1. Maintain a cumulative academic average of "C" (70%) or better at the end of each of the evaluation period. The grading must take into consideration grades obtained in exams for theory classes and practical grades obtained on hands on practical exams.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) of the scheduled hours indicated on their enrollment contract at the end of each of the evaluation period.
3. Complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 44 weeks (including grace time for absences), he or she must complete within 66 weeks.
4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

EVALUATION PERIODS: Student receiving aid from Title IV Aid Programs & Non-Aid students must be in compliance with the Satisfactory Academic & Attendance Progress Policy (SAAP) at the end of **each payment period** or term of the course.

1. If at the end of **a** payment period the student fails to maintain a passing grade point average or failed to successfully complete the clock hours, semester/trimester or quarter credit hours percentage required to maintain a progress level that would allow the student to complete the course within the maximum time frame in the course, as published, the student would be placed in a "Financial Aid Warning" SAAP status. The student will be eligible for financial aid funds for one subsequent payment period.

2. If at the end of **a** payment period following the period under financial aid warning status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock hours) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible status for financial aid funds "(Financial Aid Probation)". At this point the student will be informed by the institution of his/her ineligibility for future financial aid funds. The student will also be informed of the steps to take to initiate an appeal process.

Cosmetology:

- The point at the end of a payment period which is scheduled to be completed; (450 HOURS)
- The point at the end of a payment period which is scheduled to be completed; (900 HOURS)
- The point at the end of a payment period which is scheduled to be completed; (1250 HOURS)
- The point at the end of a payment period which is scheduled to be completed; (1600 HOURS)

Barber:

- The point at the end of a payment period which is scheduled to be completed; (450 HOURS)
- The point at the end of a payment period which is scheduled to be completed; (900 HOURS)
- The point at the end of a payment period which is scheduled to be completed; (1200 HOURS)
- The point at the end of a payment period which is scheduled to be completed; (1500 HOURS)

Esthetician:

- The point at the end of a payment period which is scheduled to be completed; (300 HOURS)
- The point at the end of a payment period which is scheduled to be completed; (600 HOURS)

Nail Technology:

- The point at the end of a payment period which is scheduled to be completed; (300 HOURS)
- The point at the end of a payment period which is scheduled to be completed; (600 HOURS)

ACADEMIC / ATTENDANCE WARNING & PROBATION: Students who fail to meet SAAP standards during a given evaluation period will be placed on Academic and/or Attendance "warning" for one payment period. The student will remain eligible to receive aid during the "warning" period. Students who fail to meet SAAP requirements by the conclusion of the warning period will be deemed not to be making Satisfactory Academic and/or Attendance Progress, and will be placed on a "Probationary" status and 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 SAAP in accordance with the attendance and grading standards indicated in STANDARDS 1, 2, 3, & 4 above and EVALUATIONS PERIODS 1 & 2 above. In the event a student is terminated due to "*not*" making Satisfactory Academic & Attendance Progress, all policies regarding the institution's refund policy will apply.

APPEAL PROCEDURES: The student, who wishes to appeal the non-satisfactory progress status, must initiate the process by submitting a written request to the director of education of the institution. The request is to be presented within (10) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes affected his/her performance and deserve special consideration and the measures that the student has taken to resolve those circumstance in a manner that would not interfere his/her progress again.

The director of education shall evaluate the appeal within five (5) business days and notify the student in writing of his/her decision. Should the student's appeal be denied, he or she may appear before a school committee formed by representatives from the administration, faculty and students to present his/her case. The committee shall consist of three (3) current staff members and two (2) current students as needed, and

will provide a written notice to the student of its decision within three (3) business days. The decision of the committee shall be final.

If the appeal is approved, the payment period originally placed under eligibility status would be modified to a financial aid probation status. The student will be eligible for aid for the period under financial aid probation.

If at the end of the payment period under probation status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible for financial aid funds status.

REINSTATEMENT: A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student only for that payment period under the probation status.

RE-ENTERING: Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.

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

LEAVE OF ABSENCE POLICY: Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence. A Leave of Absence may be granted for up to 180 days. Do not request a Leave of Absence unless you absolutely need to be off school for a period of more than 20 days but less than 60 days.

******(**For financial aid recipients**, leaves are limited to a total of 180 days of leave within a 12 month period, these 12 initiate from the first day the student goes on the fist leave). Students will not be assessed additional tuition charges while on their Leave of absence. Before the start of the leave of absence, students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. As of the same date, the loan repayment process will be initiated. Students must be reasonably certain of their intent to return. If the student does not return as scheduled, the grace period on any student loan will revert to start counting from the first day of the leave. In these cases the loan payment will be due as stated on the promissory note.

(A leave of absence for more than 60 days will be granted for medical reasons only. The student must bring a valid proof of medical documentation, before the leave can be approved. Extension will be no more than 180 days)

(NOTE: A Leave Of Absence will only be granted when the student has completed 270 hours or more).

IMPORTANT: Absences related to a health crisis by a student's family member, in which the student becomes a care-giver, must be in relation to the student's immediate family only. Immediate family refers to: Parents, Siblings, Husband and Children. LOA for the caring of other non-immediate relatives or fiancée does not apply. The student must bring a valid proof of medical documentation of said illness before the leave can be approved. (NOTE: A Leave Of Absence will only be granted when the student has completed 270 hours or more).

Any student who is on "Unsatisfactory" Academic Warning or Probation will not be eligible for a Leave of Absence (LOA), no exceptions.

Under no circumstance can the school grant more than a single (1) LOA within a 12-month period. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave 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 students scheduled to attend 24 hours or more per week are considered to be full-time students. A full- time student attending a clock hour program is expected to complete 900 clock hours in a period not less than 26 instructional weeks attending a minimum of 24 clock hours per week. Half time enrollment requires a minimum of 12 hours per week. A half- time or less than half time enrollment is calculated based on the student work load in a payment period. Part-time enrollment is defined as more than 12 hours but less than 24 hours per week.

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on standard percentile basis and the percentage equated to a letter grade. The 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 grading system detailed below is the system utilized in the school.

ACADEMIC GRADING	THEORY GRADES OR PRACTICAL WORK			
100% - 90% A…Excellent	**(GPA 4)**	**10 POINTS**	**=**	**A+**
89% - 80% B…Above Average	**(GPA 3)**	**09 POINTS**	**=**	**A**
79% - 70% C…Average	**(GPA 2)**	**08 POINTS**	**=**	**B**
69% - 60% D…Unsatisfactory	**(GPA 1)**	**07 POINTS**	**=**	**C**
59% - 00% F…Fail	**(GPA 0)**	**06 POINTS**	**=**	**D**

ATTENDANCE/STUDENT CLOCK HOUR POLICY: The Board of Barbering and 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**. Daytime students will be given up to Seven (7) minutes and Evening students will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour**. The seven-minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a student attends a 6-hour class day or more. If you are attending less than a 6 hour class day and desire to take a break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom.

At the completion of the day 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 weekly time card. The time card must be signed by the student and the Instructor daily. If you have difficulties filling out your time card please ask your instructor to help you.

Time cards reflect the student's 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 attendance 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, just sitting around, is not tolerated. If this occurs you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.

Attendance must be maintained at an average of 67 percent of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement. An absence may be excused by calling-in the same day prior to the beginning of class. Students are required to make-up for the lessons, and exams missed due to absenteeism. If the student is absent during three (3) consecutive weeks, the school will withdraw him/her. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand.

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 in a comparative category. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated. The portion of the timecard concerning operations is to be applied efforts of the students as they manually perform practical subject. Some practical operations may take longer to perform according to the student. (Students must leave their time cards every single day, time cards **cannot be taken home** or you will lose the time accrued on that date). **Note: Practical operations are not accrued by hours they are accrued by operations; Theory is the only part that is accrued by hours.**

MAKE-UP HOUR POLICY (PANORAMA CAMPUS): This institution only allows certain days and hours to make-up any hours missed. For example, scheduled **Day shift** students may stay until 5:00 p.m. Monday – Friday**.** Scheduled Evening students may not clock in earlier than 3:00 p.m. Monday – Thursday. **Freshman cannot make-up class hours until they have reached 240 hours and passed the final Freshman Exam.**

MAKE-UP HOUR POLICY (LANCASTER CAMPUS): This institution only allows certain days and hours to make-up any hours missed. For example, scheduled **Day shift** students may stay until 5:00 p.m. **Tuesday** – **Friday.** Scheduled Evening students may not clock in earlier than 3:00 p.m. **Tuesday - Friday**, * **NO** making up hours on **Monday's between the hours of 2:30 p.m. to 5:00 p.m. Freshman cannot make-up class hours until they have reached 240 hours and have passed the final freshman test.**

WHAT IS APPLIED EFFORT?

All students must show "APPLIED EFFORT" and motivation to learn their course the entire time they are clocked in for class. Student must be set up and fully prepared and ready with his/her necessary equipment kit during the entire time students are in class. Your station must be ready with complete S.M.A set up, doll head, in order to handle customers or with workbooks, study guides, paper and pen if working on theory hours and operations, that student may be behind on and needs to catch up.

Student **MUST** come fully prepared with his/her full kit for class when they clock in. Students cannot be constantly going to their lockers or parking lot to get their "stuff". Clowning around or being away from your station for long periods of time, reading magazines, visiting "friends", excessive chit chatting with your peers, etc. ***IS NOT ACCEPTABLE***.

If student fails to show "APPLIED EFFORT" (being continuously engaged in training with doll heads or studying for the course with workbooks) then the ***Instructor in charge has the authority*** to ask the student to clock out for the day & the student will be sent home & lose hours. If this is a second offense student will be suspended for 4 days.

DISCLOSURE AND RETENTION OF STUDENT RECORDS & RIGHTS TO PRIVACY (FERPA): The Federal Rights of Privacy Act provides the right of Adult students, parents of minor students, and parents of tax dependent students have the right to inspect, review, and challenge information contained in the institution's student records. However, a school administrator must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Educational records are defined as files, materials and documents that contain information directly related to the student's period of enrollment that is maintained by the institution. WBI will keep these records for up to five (5) years from the last day of attendance. After this period, all records are destroyed.

The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commission or governmental agencies so authorized by law.

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Western Beauty Institute receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Western Beauty Institute in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Western Beauty Institute.

[Optional] Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO POSTSECONDARY INSTITUTION: FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC
20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory

information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student-

- To other school officials, including teachers, within Western Beauty Institute whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(l)(i)(B)(J)- (a)(l)(i)(B)(2) are met. (§99.31(a)(l))

the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.3l(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(ll))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure

may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.3l(a)(l4))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.3l(a)(15))

PROGRESS POLICY: Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

PLACEMENT: 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 Board of Barbering & Cosmetology examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and their requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student's register. The school may show prospective students this register upon request. Placement Department assists students in placement as often as needed; however, the school ***does not*** guarantee placement to any student. Western Beauty Institute provides students upon completion of training a certificate/diploma.

STUDENT SURVEYS:
Per recent student surveys, this is what our recent graduates and current enrolled students had to say:

Student's name: George A. Picazo (Cosmetologist) Date Graduated: 07/23/10 (Lancaster Campus)

1. Did you enjoy your training at our Institution? "Absolutely."
2. What part of your instruction did you feel was the most beneficial? "Haircutting, styling and color."
3. Did you find our techniques easy to understand? "Yes."
4. Do you feel that you were given ample individual attention? "Absolutely."
5. Do you feel that all our techniques are up-to-date? "I feel that I got the most recent techniques."
6. What were your reasons for enrolling in our school? "Looking for a trade that helps expand and demonstrate my skill."
7. How do you feel about your Instructors? "I love them!"
8. Did you feel the atmosphere of the school and your fellow students were pleasant? "It was overall a pleasure."
9. Have you attended this school before? "No."
10. Did someone recommend it? "No."
11. How were you treated by administrative personnel? "They treated me with the outmost care."
12. How well did the school help you find a job? "The best possible assistance."
13. Were you satisfied with our placement services? "The placement officer made sure that I was placed in the best fitting environment."

Student's name: Elizabeth A. Monroy (Manicurist) Date Graduated 04/30/10 (Panorama Campus)

1. Reasons for enrolling in our school: "Good reviews on Internet."
2. Equipment and supplies provided at beginning of training? "The supplies provided to me were basic."
3. How do you feel about your Instructors and Faculty? "Wonderful staff, everyone is very friendly."
4. How is the Institutes Theory and Practical (clinic) Training? "It was good, it covers everything for State Board."
5. Financial Aid: Were you treated fairly? Was everything explained to your satisfaction? "I did not receive Financial Aid."

6. Admissions: Were you informed honestly and accurately regarding the school's policies, training, staff, and were you treated fairly upon your enrollment? "Yes, perfectly."

Student's name: Jonneik R. Graham (Esthetician) Date Graduated: 04/07/10 (Lancaster Campus)

1. Did you enjoy your training at our Institution? "Yes."
2. What part of your instruction did you feel was the most beneficial? "Overtime with Mr. Mark was good. Hands on training with my Instructor were good."
3. Did you find our techniques easy to understand? "Yes."
4. Do you feel that you were given ample individual attention? "Yes."
5. Do you feel that all our techniques are up-to-date? "Yes, definitely more than other schools."
6. What were your reasons for enrolling in our school? "I wanted to become an Esthetician."
7. How do you feel about your Instructors? "Ms. Anderson was my favorite."
8. Did you feel the atmosphere of the school and your fellow students were pleasant? "Yes."
9. Have you attended this school before? "No."
10. Did someone recommend it? "No."
11. How were you treated by administrative personnel? "Yes, the administrative personnel is the best ever."
12. How well did the school help you find a job? "Good."
13. Were you satisfied with our placement services? "Yes. "

Student's name: Gold I. Contreras (Esthetician) Date Graduated: 08/03/10 (Panorama Campus)

1. Did you enjoy your training at our Institution? "Yes."
2. What part of your instruction did you feel was the most beneficial? "The theory part was informative."
3. Did you find our techniques easy to understand? "Yes."
4. Do you feel that you were given ample individual attention? "Yes."
5. Do you feel that all our techniques are up-to-date? "Yes."
6. What were your reasons for enrolling in our school? "To learn about the skin care industry."
7. How do you feel about your Instructors? "She was helpful."
8. Did you feel the atmosphere of the school and your fellow students were pleasant? "Yes, all."
9. Have you attended this school before? "No, first time attending."
10. Did someone recommend it? "No."
11. How were you treated by administrative personnel? "Very friendly and nice staff."
12. How well did the school help you find a job? "Not yet licensed will be taking my exam in a few weeks."
13. Were you satisfied with our placement services? "Ms. Rachel was very helpful and told me that she will help me once I'm licensed. "

NOTICE OF STUDENT RIGHTS:

1) You may cancel your contract with the school, without any penalty or obligation; however it very important to keep in mind that you must inform the school (in writing) ***on or before*** *the seventh (7th)* business day following your first class session. This is described in the ***Notice of Cancellation*** form that will be given to you at the first class you assist. Failure to do so by this **deadline** will make the contract of the student/parent current and binding.

2) Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, simply ask the school administrator for a sample copy. A different cancellation policy applies for home study or correspondence courses.

3) After the end of the seventh day cancellation period, you also have the right to stop at any time, and receive a refund for any monies paid for the hours of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

4) If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number below for information.

5) **If you have any complaints, questions, or problems which you cannot work out with the school, write or call:**

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION, PO BOX 980818
WEST SACRAMENTO, CA 95798-0818
(916) 431-6959 or www.bppe.ca.gov

STATE OF CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS
1625 N. MARKET BLVD, SUITE N-112
SACRAMENTO, CA 95834 (800) 952-5210 or www.dca.ca.gov
E-mail: bppe@dca.ca.gov

GRIEVANCE PROCEDURE:

1) **COMMUNICATE YOUR VERBAL CONCERNS IMMEDIATELY, AS WELL AS IN A WRITTEN FORMAT TO YOUR CLASSROOM INSTRUCTOR. BE SURE TO SIGN AND DATE YOUR COMPLAINT/CONCERN FORMAT SHEET, BEFORE HANDING IT TO YOUR CLASSROOM INSTRUCTOR.**

2) **IF AFTER NOTIFYING YOUR INTRUCTOR, IN A TIMELY MANNER ABOUT YOUR CONCERNS, AND THE MATTER IS STILL NOT SATISFACTORY OR RESOLVED, YOU MAY THEN BRING THE CONCERN TO YOUR INSTRUCTOR'S DIRECT IMMEDIATE SUPERVISOR IN CHARGE.**

3) **IF YOU NEED FURTHER ASSISTANCE YOU MAY APPROACH OR SET AN APPOINTMENT WITH THE CURRENT CAMPUS SCHOOL DIRECTOR FOR THE APPROPRIATE BRANCH. IN THE EVENT THAT YOUR CONCERN HAS STILL NOT BEEN FULLY RESOLVED, YOU MAY ADDRESS THE ISSUE TO THE OWNER MRS. CHRISTINA DIAZ IN ADMINISTRATION.**

4) **THE STUDENT SHALL BE ADVISED OF THE DECISION OR ACTION BY THE SCHOOL AS SOON AS POSSIBLE. WE TRY TO ATTEND AND TREAT TO YOUR NEEDS, BUT MOST IMPORTANT TO RESOLVE YOUR CONCERNS IMMEDIATELY. YOUR SATISFACTION WITH THIS LEARNING CENTER IS KEY TO OUR SUCCESS.**

5) **A STUDENT OR ANY MEMBER OF THE PUBLIC MAY FILE A COMPLAINT ABOUT THIS INSTITUTION WITH THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION BY CALLING TOLL-FREE (888) 370-7589 OR BY COMPLETING A COMPLAINT FORM, WHICH CAN BE OBTAINED ON THE BUREAU'S INTERNET WEBSITE: www.bppe.ca.gov.**

6) **ANY QUESTIONS A STUDENT MAY HAVE REGARDING THIS CATALOG THAT HAVE NOT BEEN SATISFACTORILY ANSWERED BY THE INSITUTITON MAY BE DIRECTED TO:**

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
PO BOX 980818
WEST SACRAMENTO, CA 95798-0818
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SCHOOL RULES AND REGULATIONS

1a. You will be using various chemicals and some flammable materials during your training here at WBI. Some may have strong fumes others may not. These chemicals may touch your skin or be airborne. We strongly suggest that if you have allergies, asthma, or other breathing problems or serious health problems that you be aware of this. We strongly encourage that you buy and wear a protective face mask or gloves when dealing with any chemicals during your training.

Also if you are pregnant or should you become pregnant during your training, please check with your doctor to make sure they are aware that chemicals will be used during your training, to make sure there is no health hazard from these chemicals or fumes to you or your baby.

IF YOU DO NOT FOLLOW THESE SAFETY PROCEDURES YOU DO SO AT YOUR OWN RISK.

1b. School hours are Monday – Saturday as follows: Day students: Monday through Friday **8:30 a.m. – 2:30 p.m.,** Evening Students: Monday through Thursdays **6:00 p.m. – 10:00 p.m.** & Saturdays: **8:30 a.m**. – **5:00 p.m.** or Monday through Friday 3:00p.m. – 10:00pm. **Manicuring Students**: Monday through Thursday 8:30am to 1:30pm. Morning students arriving after **8:37** a.m. may **not** clock in or enter the building until theory class has ended. Evening student arriving at **7:01** pm may **not** clock in at all they must go home. **Saturday** students arriving at **9:01 a.m.** may **not** clock in-they must go home. Time cards must be clearly legible. Students must punch only their own time cards (Student's Daily Record Sheet); if you are caught punching in another student's time card (Student's Daily Records Sheet) you will both, be **immediately suspended or even terminated**, **NO exceptions**. In case of illness or emergency on any day, it will be the **student's responsibility** to call in to the school office to report his/her absence, DAYS: **before 8:37 a.m.** that morning, and NIGHTS: **before 7:01 p.m.** that evening. Time cards are very important legal documents please fill them out with care.

2. Students are required to be in class for **roll-call** promptly at: Day students **8:37 a.m.;** Night students **6:07 p.m.**; Saturday **8:37 a.m.** Students must wear a clean, unwrinkled uniform (pants, smock, t-shirt) cannot be **Faded, Torn**, Frayed **or Dirty**. Must wear **black** school lab coat or school T-Shirt with school logo, black, white, or blue pants/jeans must be "**solid"** no stripes, patterns or patches. Student **MUST NOT** alter their uniforms in any way shape or form. A tint apron cannot be worn as a replacement for a uniform. It is important that students wear the appropriate **flat** shoes such as tennis shoes or nurse's shoes; these shoes are perfect for posture & safety. Sandals, open shoes, **high heels are not acceptable** and will be asked to change or be sent back home. **"solid" Black** or white dresses, skirts or shorts should **not** be shorter then **3 inches** above the student's knee, **No Jean Skirts**; also students may **NOT** wear low cut shirts/blouse this is considered inappropriate. **The instructor has the right to send students home due to misconduct, excessive tardiness or if student is out of complete uniform.**

3. Students appearing in school with their hair not set and neat will be clocked out. Beauty needs such as applying make-up, nail polish, etc. are to be done on the student's own time and not done during school hours. Student lockers are the student's responsibility and must be kept clean, inside as well as out and free of open food wrappers and open drink containers. An instructor or staff member reserves the right to open lockers to check for contents or to remove contents within **7 (seven) days**, after graduation or student's withdrawal from school. The school is not responsible for your personal belongings left behind inside your locker, after one week, since the locker's contents becomes school property after a week of when a student withdrawals from school. This locker then needs to be issued to others as needed; therefore we cannot store personal items after the 7-day extension.

4. A student must use the time clock to punch **"IN"** when entering and **"OUT"** when leaving. Students failing to do so, will only receive credit for hours indicated by the time clock. When leaving the building for any reason you must notify the instructor in charge and clock out on your time card (Student's Daily Record Sheet). **No exceptions.**

Students must turn in their time cards everyday, you ***are not allowed to take them with you.*** If a time card is not turned in the same day, you will **NOT** receive credit for those time cards. If you don't want to lose your time, **make** sure your time cards are turned in **DAILY**, **No exceptions** will be allowed. **No student is allowed to clock out during school hours without permission from the instructor in charge. This rule is strictly enforced NO**

Exceptions. No hours will be given for "lost" time cards. The school positively reserves the right to ***immediately terminate*** all students from school, who are caught again or involved on clocking in again for other student's time cards. **No student may clock in/out for another student. Any student clocking in or out another student will be immediately suspended or even terminated including the other student whose time card was involved. This rule is strictly enforced NO Exceptions. This will not be *tolerated at any time.***

5. A student who is tardy after (**8:37 a.m**.), (night students **6:07 p.m.**) may **not** clock in until theory class is over and may not attend theory class. Students who are habitually tardy (6 times in one month) will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases. **NOTE: Students attending the 30 hr/wk program who have 7 unexcused absences in one month and Students attending the 24 hr/wk program who have 5 unexcused absences in month will have the following consequences: 1st Time-you will receive a warning, 2nd Time-you will receive an Advising Report, 3rd Time- you will be suspended for 3 days, 4th Time- you will be terminated.**

6. Students will take lunch between 12:00 p.m. and 1:30 p.m. Students should report to an instructor if they have not had Lunch by 2:30 p.m. Lunch is **30** minutes **ONLY**. Lunch period is each student's responsibility, and must be staggered. A 30 minute lunch break is for those students that are enrolled for **6 or more** hours per day.

7. No eating or drinking liquids will be allowed in the school at any time. Gum chewing is not allowed anywhere in the school building. Smoking is allowed only OUTSIDE of the building in assigned areas, away from main entry doorways. Students are not to place their feet on the chairs in theory or the clinic areas. No radios, cell phones, pagers, I-Pods will **NOT** be permitted to be used during school hours. If you carry a cell phone or pager the ringers must be "OFF" and be set on the vibration mode. You may not place or receive a "non-emergency" call during class or while practicing clinical operations. You need to return your "non-emergency" calls during your "Break Time". Should there be an emergency you need to notify your supervisor/instructor immediately so that you may be excused and make your call.

8. NO VISITORS ARE PERMITTED IN THE CLASSROOM. Unless approved by the instructor in charge of the clinic area or classroom. If you were providing services to a visitor, they must leave the classroom area as soon as their services are done.

9. School business phones may not be used for personal calls. Messages will be taken on in coming "non-emergent" calls for students to return the call. A pay phone is provided for (student) emergency use only. All calls are limited for up to 3 minutes; all calls using the pay phone are to be made during lunch and authorized breaks, or after school hours. You are not permitted to leave a patron/customer unattended to answer the non-emergency call.

10. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times. Students must keep their work station areas & chairs clean and sanitary at all times.

11. A minimum of ½ hour of sanitation must be completed by each student daily. All kits must be in a clean and sanitized condition at the end of each day. This is a **mandatory requirement** during the students training.

12. 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. No student may leave a patron/customer while doing a perm, hair coloring service, or ***any*** type of service, except in an emergency and is excused by an instructor. Failure to take a patron/customer is grounds for suspension. Clients will forgive poor work but not a bad attitude!!

13. Students are not allowed to give extra services or materials, other than what is listed and paid for, on the service ticket/receipt. Should the client want additional services you must send them to the receptionist to pay ahead, before you can continue the services. Students are **not allowed** to **independently** charge patron/customer for any type of service for their own benefit & profit. All services must be paid with the receptionist/front desk. Any student caught giving extra services that have not been paid for by customer, will be suspended. **No exceptions** will be allowed. Only products supplied by the college may be used on customers/student unless otherwise approved by the instructor in charge.

14. Students will pay in advance for supplies on personal service such as permanents, tints, bleach, etc., includes gloves and other disposable supplies. **School has Zero tolerance for any students caught stealing from school property other students, customers, employees. Anyone caught stealing or being involved in a cover-up of theft, will be immediately terminated from school**. **Possibly criminal charges may be filed against you.**

15. Students are responsible for the return of school 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.

Students are not allowed to **sell, buy, or distribute** any items (jewelry, Avon, etc.) on school campus **No exceptions.**

16. Students must not gather around the receptions desk, congregate in the office, or visit with another student who is busy with a customer. Junior and Senior students must not disrupt the freshmen class or talk to the freshman students when they are working. **You are not to visit other classmates during class sessions or during personal service days. You must understand that "Visiting" other classrooms creates an interruption to the instructor & to other students.** In order to prevent disruptions, try to visit your friends before classes start or during your break only. Freshman students must have their school I.D. with them for the first **240 hours** of instruction. All Junior and Senior students are required to do a complete finger wave operation weekly. This can be completed on a customer, mannequin/doll head, and must be checked by an instructor.

17. A student must attend school on all scheduled days according to their contract. **The school reserves the right to discontinue** a student if this rule is violated. A student may be required to produce medical documentation of illness when student calls in sick. WBI respects any religious beliefs or holidays, however any student who believes in prayer, bible study, other religious matters, will need to do so during their break/lunch-time, away from classrooms. Reason being that, a ***student cannot enforce/submit their personal religious beliefs upon other students*** in the classrooms/school. Failing to follow this rule will result in a counseling report and/or suspension from school or even termination.

18. The school 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 drugs/alcohol and will be terminated immediately. Firearms, knifes or any other type of weapons are not permitted on the school property and if a student is found to be in possession of such weapons, you will be turned over to the local authorities and **permanently terminated** from the school and **WILL NOT** be allowed on school property. ***No exceptions***!

19. Students must keep a record of hours and services each day as required on the student daily record of applied effort. The college office will audit weekly time cards. Credit will be given for applied effort only if you are continuously engaged in training and study for the Course for which you are enrolled. An instructor must check all work or credit will not be given. Records must be neat and clear. All students will be expected to maintain an **average of 70% in theory** and in all practical subjects. Probationary status will result if you fail to do so.

20. Students are encouraged to consult school management on personal problems, concerns or conflicts with fellow students or staff. **No insubordination** will be tolerated. Showing open disrespect, such as making fun of toward teachers or staff, actively challenging or criticizing teacher's orders in front of other students, using foul language towards teachers, customers, school staff, other students, **will not be *tolerated at any time & will be* cause for immediate termination** from school. The school is not responsible for any damages or injuries due to another student's negligence and/or who has engaged in a fight in/outside the school. Involvement in fights, instigation to fight, loud arguments, lover's quarrels, verbal or physical abuse, "threats" of violence, bullying toward others, causing discord via gossip, or causing property damages on school grounds**, will be cause for immediate termination** to those involved. Students must comply with all instructions and directions given by authorized personnel relative to school activities. Students must also comply with College policy and State rules and regulations. Two "write-ups" on your record may lead up to 1 week suspension. Failing to follow any of the school rules and regulations, including having up to 2 suspensions on your record, will result in **immediate termination** from school. ***No exceptions!***

21. Due to absences, all assignments, tests, and homework may be made up, when approved by supervisor/instructor. Theory notes must be completed and handed in with your time card on test day for correction, in order to receive credit for that day's theory hour. If absent, it is the student's responsibility to obtain the notes and make up the test. **Note: The test must be completed on the make up day chosen by the Instructor.** Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.

22. Notify the office immediately of any address or telephone change. All tuition charges must be paid prior to graduation. The school reserves the right to interrupt training whenever the tuition is **past due** from the student. Any

student absent more than **three consecutive weeks (21 calendar days)** without notifying the **DIRECTOR** will be automatically terminated.

23. TEXTBOOKS, EQUIPMENT & SUPPLIES: Textbooks/Dollheads and Supply Kit will be issued at the beginning of the Freshman Class. Each student will be issued a kit of equipment with a carrying case. The kit contains the equipment necessary for satisfactory completion of the course. **However, you will be required an "out of pocket" expense to purchase other items necessary for your classes or to replace your lost of broken items while in school**. Your Instructor will be advising you of the supplies you will need as you begin each class. 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. Certain disposable items are not included in your kit and need to be supplied by each student**.

24*. The Board of Barbering & Cosmetology regulates certain convictions (felony or misdemeanor), convictions that have been set aside/or dismissed under California Penal Code Section 1000/1203.4 can result in denial of License by BBC. Verification of records, court documents, completion of probation and rehabilitation will be required by BBC when your application for examination is submitted.*

25. **HEALTH AND PHYSICAL CONSIDERATIONS**: Generally, the professional in the beauty field must be in good physical health since he/she will be working in direct contact with patrons. In most aspects of the beauty field there is a great deal of standing, walking, pushing, bending, and stretching for extended periods of time. A person must consider his/her physical limitations when making a career choice that involves extensive training.

These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a Cosmetologist, Barber, Esthetician, or a Manicurist. Violation of school rules may result in suspension or termination. **1st Time-you will receive a warning, 2nd Time-you will receive an Advising Report, 3rd Time- you will be suspended for 3 to 7 days (or depending on the offense). 4th Time- you will be terminated.**

TUITION AND FEE POLICY **EFFECTIVE 7-01-2011**

As of 07/01/08 institutional charges for the tuition charges are posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books and supplies for the entire course, will be assessed and posted in the students tuition account within the first payment period. Subsequent charges will be posted as needed. Please refer to "Payment Period Definition".

TUITION AND FEE SCHEDULE:

COURSE	TUITION	*REGISTRATION	*KITS	TOTAL	WEEKS	HOURS
Cosmetology	$16,240.00	$75.00	$1,180.00	$17,540.00	53-66	1600 hrs.
Barbering	$13,950.00	$75.00	$1,100.00	$15,162.50	53-66	1500 hrs.
Esthetician	$6,700.00	$75.00	$985.00	$8,025.00	20-25	600 hrs.
Manicurist	$3,100.00	$75.00	$450.00	$3,632.50	14-17	400 hrs.
Nail Technology	$4,650.00	$75.00	$650.00	$5,712.00	20-25	600 hrs.
Cosmetology Instructor Course	$2,850.00	$75.00	$150.00	$3,075.00	20-25	600 hrs.
Make-Up Artistry	$2,280.00	$75.00	$1,102.50	$3,462.50	4 weeks	N/A

*** = NONREFUNDABLE:**
KITS: Once kits are opened or USED, they are not refundable due to sanitary considerations and hygiene. Above kits price include current 8.75 % sales tax.

NOTE: Length of time in course depends on the number of hours a student contracts for, on a weekly basis as specified in the Enrollment Agreement.

THE WESTERN BEAUTY INSTITUTE RESERVES THE RIGHT TO MAKE ANY CHANGES TO THE TUITION, THE FEES OR THE COURSE CONTENT WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGES MADE, WILL NOT AFFECT ATTENDING STUDENTS.

EXTRA INSTRUCTION CHARGES: If a student reaches the expected graduation date stated on his/her contract and needs additional time to complete hours and/or operations, WBI will extend a courtesy period of additional training limited to three weeks without assessing additional charges. Thereafter, overtime tuition charge will be assessed for the remaining number of hours to complete times the hourly rate per hour.

An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Cosmetology: $10.15, Barbering: $9.30, Manicurist: $7.75, Nail Technology $7.75, Esthetician: $11.17 & Cosmetology Instructor Course: $4.75.

Textbooks and Supplies Policy:
Western Beauty Institute provides the textbooks and supplies as part of the course tuition. However, students have the option to purchase the necessary textbooks and supplies through other sources. As part of the training we provide students with equipment, textbooks, and supplies necessary for satisfactory completion of the Cosmetology, Barber, Esthetician, Manicurist, and Nail Technology course. The current textbooks we use are listed below:

Milady Cosmetology Textbook 2012 Edition (ISBN 9781439059296) List Price $99.95
Milady Cosmetology Workbook 2012 Edition (ISBN 9781439059234) List Price $44.95
Milady Cosmetology Exam Review Book 2012 Edition (ISBN 9781439059210) List Price $43.95

Milady Cosmetology Textbook 2012 Spanish Edition (ISBN 9781439059029) List Price $124.95
Milady Cosmetology Workbook 2012 Spanish Edition (ISBN 9781439059104) List Price $54.95
Milady Cosmetology Exam Review Book 2012 Spanish Edition (ISBN 9781439059074) List Price $43.95

Milady Barber Textbook 5th Edition (ISBN 9781435497153) List Price $118.50
Milady Barber Workbook 5th Edition (ISBN 9781435497139) List Price $57.50
Milady Barber Exam Review 5th Edition (ISBN 9781435497122) List Price $39.95

Milady Barber Textbook 5th Edition Spanish (ISBN 9781435497085) List Price $131.50
Milady Barber Workbook 5th Edition Spanish (ISBN 9781435497078) List Price $69.50
Milady Barber Exam Review Book 5th Edition Spanish (ISBN 9781435497061) List Price $50.50

Milady Esthetics Textbook 10th Edition (ISBN 9781428318922) List Price $132.50
Milady Esthetics Workbook 10th Edition (ISBN 9781428318946) List Price $73.50
Milady Esthetics Exam Review Book 10th Edition (ISBN 9781428318953) List Price $48.50

Milady Nail Technology Textbook 6th Edition (ISBN 9781435497689) List Price $108.50
Milady Nail Technology Workbook 6th Edition (ISBN 9781435497641) List Price $57.50
Milady Nail Technology Exam Review Book 6th Edition (ISBN 9781435497634) List Price $39.95

STUDENT LIBRARY AND LEARNING RESOURCES: Our institution provides textbooks, magazines, videos and CD's for in-school use only. Students wishing to borrow any reading material from our Library will need to sign in with the Supervisor.

STUDENT TUITION RECOVERY FUND DISCLOSURES: The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who students were 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.

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 Student Tuition Recovery Fund fee is a Non-Refundable fee)**

Cosmetology STRF Fee $45.00, Spanish Cosmetology STRF Fee $42.50, Barber STRF Fee $37.50, Esthetician STRF Fee $20.00, Nail Technology STRF Fee $15.00, Make-Up Artistry STRF Fee $7.50.

BRUSH-UP: Students requiring preparation for the Bureau of Barbering & Cosmetology exam will be billed at the course hourly rates, depending on which license they are applying for and a registration fee of $75.00 will also be applied. Students must provide their own equipment.

SCHOLARSHIPS: Our College does not award any institutional scholarship incentives.

NOTE: "Course" relates to "Payment Period" of Enrollment: Refund policy calculations are made in accordance with the formulas described below. The calculation resulting most beneficial to the student, would be the one used to determine if a refund is due from the amounts paid to the student's tuition account: The California State pro-rate refund calculation requirements applicable to all regular students. The Federal Pro-rate refund calculation formula applies if the student received federal aid, he/she is enrolled for the first time and if the student withdraws within 60% (in chronological time) of the first payment period of enrollment for which the student is being charged. (Effective 10/7/00, this Federal refund policy will no longer apply).

METHOD OF PAYMENT: Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available from **WBI**. Federal student financial aid is available to those that qualify to cover educational expenses. Financial aid may be in forms of grants (no repayment required) and student loans (must be repaid). It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly or weekly installments in accordance to their means. It is also our policy to discourage students from borrowing loan funds unless it's necessary. All estimates of available funds from financial aid will be first used to cover institutional charges; if funds remain available, they will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full before graduation. For those students who are not receiving financial aid, payment schedules (weekly and monthly) are available. ****This institution does not offer Federal Funds for Living Expenses. We only offer Federal Student loans that cover Educational Expenses.**

NOTICE OF STUDENTS RIGHTS AND OBLIGATIONS:

Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

	The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid office would be authorized to accept a notification of your intent to withdraw.
	The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the school catalog.
	The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
	For California Schools: If you are absent for three consecutive weeks (21 calendar days) and are not on an approved leave of absence, you will be deemed a withdrawal even though you have indicated that you were not withdrawing.
	The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA (Leave of Absence).

The school's Institutional Refund Policy shows a Hypothetical Refund Example , therefore any cash paying student who withdraws from school will fall under the same category which is shown by the Hypothetical Refund Example.

Return of Title IV: Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been receive that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.
If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

If the calculation shows that the student owes funds to the loan programs, the repayment of those funds will be in accordance to the terms on the promissory note of the respective loans. If the calculation shows that the student owes funds to the grant

programs, the liability of the student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by student. A student does not have to repay a grant overpayment of $50 or less per program. These funds are due from the student within 45 days. If not paid in that time and if the student has not made arrangements with

the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

NOTE: If the institution was required by this calculation to return to the programs some of the funds it has collected as tuition payment, the student's tuition account would be adjusted accordingly. Therefore, if the tuition was paid in full, but if the institution returned funds to the programs, the tuition account will show that the student owes that amount returned by the institution to the programs. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the determination of withdrawal from school date.

Post Withdrawal Disbursement:

If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion.

Once this calculation is finalized, the institution will then perform a **second and different calculation** using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of Institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

INSTITUTIONAL REFUND POLICY:

STUDENT'S RIGHT TO CANCEL: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later. You have the right to cancel the agreement for a course of instruction including any equipment as indicated in the "Equipment" section below, until midnight of the seventh business day after the first class you attended. Business day means a day on which you were scheduled to attend a class session.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

Refund Policy: After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to student's who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred **(including absences)**, there will be no refund to the student.

A registration fee of **$75.00 is a non-refundable item**. Equipment, books, supplies, tools, uniforms, kits, and **other items issued and received by the student** would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

Refunds: If any refunds are due based on the Return of Title IV calculation **or** the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 3 Perkins Loans, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant, 9 Federal SEOG, 10 other. This order would apply in accordance to the aid programs available at the institution.

Course Cancellation: If a course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at schools in the neighborhood.

School Closure: If the school close subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at schools in the neighborhood.

Notice Concerning Transferability Of Clock Hours And Credits Earned At Our Institution: The transferability of credits you earn at Western Beauty Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Clock Hour credits you earn in Cosmetology, Barbering, Esthetician, and Manicurist is also at the complete discretion of the institution to which you may seek to transfer. If the Clock Hour credits 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 Western Beauty Institute to determine if your Clock Hour credits will transfer. Hours and operations completed are transferable to other Cosmetology schools. **Note**: Academic transcripts will not be released until tuition charges (unpaid tuition) are paid in full.

Cancellation: Shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, it is effective when is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given two Notice of Cancellation forms for your use if you decide to cancel, however, you can use any written notice that you may wish. You do not cancel the contract by just not attending classes.

Equipment: Books, equipment and materials may only be returned if they are new and unopened, and only if returned within 30 days of the date of notification of cancellation. The school may deduct its cost for any books, equipment and materials that are not returned from the amount of refund due to you. Once you pay for the equipment, it is yours to keep without further obligation.

Withdrawal from Course: You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the midnight of the seventh business day following the first class you have attended, the school will remit a refund less a registration fee if applicable, not to exceed $75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books and equipment. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment as specified in the agreement as a separate charge and return it as stated in the Equipment section of this contract, the school shall refund the charge for the books and equipment paid by you. If you fail to return the equipment within the 30-day period, the school may deduct the cost of the books and equipment that were not returned. You shall be liable for the amount, if any by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less then the amount charged, and the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. ****When a student is withdrawn and/or cancels from school, students may return in 6 months from their last day of recorded attendance. Any unpaid tuition pending on the student's account will be the student's financial responsibility at the time of new enrollment. ****

REFUND POLICY (BUREAU FOR PRIVATE POSTSECONDARY AND EDUCATION (B.P.P.E.):

A) An applicant not accepted for training by the school shall be entitled to a refund of all monies paid.

B) If a student (or in case of a student under legal age, his/her parent or guardian) cancels his/her contract and requests his/her money back in writing by producing a signed dated copy of the Cancellation Notice, within seven business days (by midnight) of the first day of classes, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.

C) If the student cancels his/her enrollment after the seventh assessed business day of classes, but prior to starting class, he/she will be charged for tuition earned, the $75.00 registration fee & kit fees. **The cost of the kit and supplies are not refundable due to sanitary reasons.** You have the right to cancel the agreement for a course of instruction including any equipment at any time you wish.

D) Even if you withdraw more than seven business days after the start of class, you may be entitled to a partial refund. You have a right to withdraw from school at any time and receive a refund for the part of the course not taken. The amount of that refund shall be "pro-rated" according to the incomplete portion of the course, less the cost of an administrative fee of $75.00. The amount the school would be allowed to retain would be calculated in the following manner**: * Hypothetical Refund Example** in accordance to the state's pro-rate policy: *Assume* that a student, upon enrollment in a 1,600-hour course, ***pays in full***, $16,240.00 for tuition, $75.00 for registration, and $1,180.00, 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 pro-rated refund to the student would be $11,405.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in good unopened condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned and paid by the student. (Equipment Purposes)

Total Paid	$16,240.00	Tuition Cost	$15,200.00	Paid for Instruction	$17,495.00
Less Registration Fee (Not Refundable)	$75.00	Hours in the Course	1,600	Hours Attended	600

Less Cost of Un-returnable Equipment	$1,180.00	Hourly Charge	$10.15	Tuition owed 600 x $10.15	$6,090.00
Equals Amount paid for Instruction	$17,495.00			Refund Due	$11,405.00

If any portion of your cost attendance was covered by the proceeds of a loan, then the refund will be sent to the lender. The remaining amount of the refund will first be made to the financial aid programs from which benefits were received, in accordance to the order of priority provided in federal regulations. If a course is canceled or the school closes, subsequent to a student's enrollment, and before instruction in the course has begun, the school shall at its option: (1) Provide a full refund of all money paid, or (2) Provide for completion of the course at a nearby school.

E) Students who terminate prior to course completion will be charged a $75.00 administrative fee.

F) RELOCATION POLICY: If the school **is permanently closed and is no longer offering instruction** after a student has enrolled; the student shall be entitled to a full refund of tuition unless you're enrolled in the field of Cosmetology. If you are, then the following policy will be applied: Cosmetology students' hours are transferable from one Cosmetology school to another. The Po-Rata refund policy will be applied if you have earned any clock hours beyond the Cancellation period of seven (7) business days. An exception to this policy is as follows: A student whom elects 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 full refund of tuition.

G) If a course is canceled 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 at a school in the neighborhood.

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 received funding, any remaining balance will then be returned to you.

RECOVERIES: Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the Promissory note of the student loans. If funds from the grant programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid 45 days from the student's withdrawal and present proof of such arrangements to the institution. If no repayment is received and no arrangements are presented, the institution will refer the debt to the US Department of Education. The student will no longer be eligible for aid until informed by US Department of Education.

RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON PAYMENT OF TUITION:

An institution may withhold a student's transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full. **CEC. Section 94828 per BPPE Reform Act January 1, 1998.**

ENROLLMENT TIME

"Enrollment time" is defined as the hours of attendance, that portion of the course completed on the student's last day of physical attendance in the school. Any monies due, the applicant or student shall be refunded promptly (30 days) after formal cancellation by the student as defined in item B or formal termination by the school, which shall occur no more than 21 calendar days from the last day of physical attendance, or in the case of a leave of absence (LOA), the documented date of scheduled return.

PLACEMENT: This school does not guarantee placement. However, limited job placement assistance by providing referrals to graduates is available. We also provide our graduates with guidance in resume writing, interviewing skills, and professional appearance through our Job Seeking Skills Workshops.

FINANCIAL AID – CONSUMER INFORMATION

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition and financial assistance, for those who qualify, while attending the college. A list of these programs includes:

**** Federal PELL Grant: Does not require repayment (FPELL)**

**** Federal Supplemental Education Opportunity Grant: Does not require repayment (FSEOG)**

**** Direct Stafford Loans (Subsidized, Unsubsidized, and PLUS Loans): Does require repayment.**

GENERAL FINANCIAL AID INFORMATION: If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at **WBI** may be found in "The Student Guide" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday at 1-800-433-3243.

The following publications are available for our students and are handed out at time of Enrollment:

- Funding your Education Beyond High School. http://www.studentaid.ed.gov. This booklet provides all required general information about the Title IV programs (Federal Pell Grant).
- Your Federal Student Loan: Learn the Basics and Manage your Debt. http://www.studentaid.ed.gov. This booklet provides all required Direct Loan Information.
- School Performance Fact Sheet which is required by all prospective students to initial, sign, and date the form prior to signing the Enrollment Agreement. Students are provided a School Performance Fact Sheet at time of Enrollment and a copy is kept in each prospective student's record. The School Performance Fact Sheet contains information regarding the Institution's Completion rate, Placement rate, License rate, and Salary or Wage information.

FINANCIAL AID MECHANISM

Financial aid is a mechanism that reduces out-of-pocket costs that student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates and must be repaid in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

COMPLIANCE STATEMENT: The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

THE U.S. DEPARTMENT OF EDUCATION TITLE IV STUDENT FINANCIAL AID PROGRAMS:

The Institution is approved for, and does participate in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

Federal PELL Grant (FREE): Does not require repayment (FPELL). Federal Pell Grant $5,550.00 maximum annual limit.
***Federal Supplemental Education Opportunity Grant program: Does not require repayment (FSEOG).**

Loans to Student and/or Parent: Direct Federal Stafford Loans (Subsidized Loans, Unsubsidized Loans, and PLUS Loans). (Does require repayment) (These loans are not discharged by Bankruptcy).

If a student obtains a Federal Direct Loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus interest.

****This institution does not offer Federal Funds for Living Expenses. We only offer loans that cover Educational Expenses.**

US Department of Education: 400 Maryland Avenue SW, Washington DC, 20202. Phone #: (800) 872-5327

****Federal Direct Subsidized Loan-** Federal Direct Subsidized Loans are made directly to the students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pays interest subsidies while the student is enrolled or during periods of deferment. Students would pay a combined origination/guaranty fee of 3% rebated directly to the U.S. Department of Education. Students may receive both Subsidized and Unsubsidized loans provided the combined amount borrowed does not exceed applicable loan limits and that the students eligibility for a Subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both Subsidized and unsubsidized loans using a single application and those borrowers must be given a single repayment schedule. (**Maximum Annual Award:** First level $3,500, Second level $4,500, Third level $5,500 (Max aggregate $23,000)

****Federal Direct Unsubsidized Loan**- These loans expand the ability of the U.S. Department of Education to make "Unsubsidized" Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with Subsidized Federal Stafford Loans with the following two exceptions:

(1)Unsubsidized loans are not need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

(2)The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

Deadlines: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

Maximum Annual Award:
Dependent student: **with Parent** loan First level $2,000, Second level $2,000, Third level $2,000 (Max aggregate $8,000)
Dependent student **without Parent** loan or **independent** students: First level $6,000, Second level $6,000, Third level $7,000 (Max aggregate $14,000)

Disbursement: Checks are issued to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. **For additional information, read the pamphlet "Direct loan Entrance Interview"**

Parent Loans (PLUS): (Interest due from parents as last disbursement on a loan is made)

STUDENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE AGRESSIVELY COLLECTED BY THE USDE AND ITS CONTRACTORS. INTEREST LIABILITY ON LATE PAYMENTS IS VERY EXPENSIVE. LACK OF PAYMENT IS A VERY DAMAGING TO CREDIT HISTORY AND FUTURE BORROWING POWER.

(*) Funds are limited in nature; therefore awards are based on availability of funds at the school.

(**) Annual loan limits and based on educational levels within the course of enrollment. Loan levels are specifically designated to the course of study at this institution. For example, if the student attended two years at a community college, but it enrolls in a course that is one academic year long without any transfer hours, the correct student level will be 1 and not 3rd.loan level.

For more specific information on each program please refer to the student guides available at Student Guide

http://studentaid.ed.gov/students/publications/student_guide/index.html
Direct Loan Basics for Students
Direct Loan Basics for Parents PDF Spanish version PDF [3MB]

NOTE: Defaulting in Federal Loans may initiate action against you including but not limited to retention of Income Tax refunds and also ineligibility for additional Federal Student Aid. Balances of unpaid institutional charges are the responsibility of the student. Delinquent accounts will be assigned to collection agencies. Collection costs will be added to any outstanding balance.

Direct Loan Entrance and Exit Interviews: before a first disbursement may be made to a first-time Direct Loan (Subsidized/ Unsubsidized loan) borrower, the student *MUST* receive Entrance counseling that explains the Loan obligation. The Counseling MUST be conducted in person, by audiovisual presentation, or by interact means.

Prior to graduation, the student will also receive the Direct Loan Exit Interview by audiovisual presentation, and/or by interact means.

Students are *strongly encouraged* to take the Online Direct Loan Entrance and Exit Interview/quiz at: https://www.dl.ed.gov

Direct Loan Deferments: Students receiving Federal funds may obtain deferments or forbearance.

A deferment is a period in which repayment of principal and interest is postponed temporarily. During the deferment of a subsidized loan (Direct Subsidized and Direct Subsidized Consolidation Loans), the government pays the interest that accrues. For unsubsidized loans (Direct Unsubsidized, Direct PLUS, Direct Unsubsidized Consolidation, and Direct PLUS Consolidation Loans), you are responsible for the interest that accrues during the deferment period. If you have unsubsidized loans, any unpaid interest capitalizes (is added to the principal balance) when you enter repayment at the end of the deferment.

If you are not eligible for a deferment you may still be eligible for **forbearance**. Forbearance is an arrangement to postpone or reduce your monthly payment amount for a limited and specific period during which you are charged interest. If you indicate a temporary inability, but willingness to pay the loan(s), you may ask for or be offered a forbearance. For all Direct Loans, interest that accrues during forbearance is the responsibility of the borrower. When you re-enter repayment at the end of the forbearance period, any unpaid interest capitalizes (is added to the principal balance). You must apply and qualify for forbearance and the U.S. Department of Education must approve the request in order for forbearance to be in effect.

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- be admitted as a regular student;
- be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- be a citizen or an eligible non-citizen;
- not owe a refund on a FPELL Grant or FSEOG at any school;
- not be in default on a Stafford Loan, Perkins Loan /SLS/Plus Direct Loan at any school;
- have financial need;
- be making Satisfactory Academic Progress (as defined by the school's policy) in the course of study;
- be registered for selective service (if a male between18-25 years of age);
- have signed a statement of educational purpose;
- have signed a statement of updated information;
- have a high school diploma, (or its equivalent) a GED, or have demonstrated the ability-to-benefit;
- agree to use any federal student aid received solely for educational purposes.

APPLICATION FOR AID, PROCEDURES AND FORMS

Financial aid applications for this institution consist of the following:
Free Application for Federal Student Aid (FAFSA). This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

RENEWAL PROCESS: A FPELL Grant award is received for one award year (July 1 to June 30 of the following

year), and **is not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office for each award year. **Maximum Annual Award:** $5,500

DISBURSEMENT: Made on a pre-payment period as a check payable to the student or as a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has year-round enrollment. Therefore, funds will be awarded in a manner that would be available to students enrolling throughout the year. If SEOG funds are still available, a second priority will be given to Non- Pell recipient students with the lowest Expected Family Contributions enrolled during the last three months. For additional information on Federal Financial Aid programs, request "The Student Guide" published by U.S.D.E.

DEADLINE: FAFSA applications must be received by June 30 in the year on which the application is intended for. A Student Aid Report (SAR or ISIR) must be submitted to the financial aid office by September 29, of the award year from which aid is requested from, or your last day of enrollment in 2012-2013, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

DETERMINING NEED

The information you report on the FAFSA form when you apply for aid is used in a formula established by U.S. Congress to calculate your Expected Family Contribution.

WBI utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in an Electronic Student Aid Report with the calculation of Expected Family Contribution.

COST OF ATTENDANCE: This institution uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION**. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below **2012-2013 Student Expense Budgets:**

ALLOWANCE	WITH PARENTS	ON CAMPUS HOUSING	OFF CAMPUS HOUSING
TUITON & FEES	ACTUAL INSTITUTIONAL CHARGES	ACTUAL INSTITUTIONAL CHARGES	ACTUAL INSTITUTIONAL CHARGES
BOOKS & SUPPLIES	$1,656 PER ACADEMIC YEAR	$1,656 PER ACADEMIC YEAR	$1,656 PER ACADEMIC YEAR
FOOD (Per Mo/Per Yr.)	$483/MO $4,347/YR	ACTUAL INSTITUTIONAL CHARGES	$389/MO $3,501/YR
HOUSING (Per Mo/Per Yr.)	INCLUDED IN ABOVE	ACTUAL INSTITUTIONAL CHARGES	$818/MO $7,362/YR
TRANSPORTATION (Per Mo/Per Yr.)	$119/MO $1,071 /YR	$91/MO $819/YR	$134/MO $1,206/YR
PERSONAL/ MISC. (Per Mo/Per Yr.)	$346/MO $3,114/YR	$253/MO $2,277/YR	$317/MO $2,853/YR
CHILD/ DEPENDENT CARE	REASONABLE EXPENSES WITH ADEQUATE DOCUMENTATION PROVIDED BY THE STUDENT. DEPENDING UPON AGE AND NUMBER OF CHILDREN	REASONABLE EXPENSES WITH ADEQUATE DOCUMENTATION PROVIDED BY THE STUDENT. DEPENDING UPON AGE AND NUMBER OF CHILDREN	REASONABLE EXPENSES WITH ADEQUATE DOCUMENTATION PROVIDED BY THE STUDENT. DEPENDING UPON AGE AND NUMBER OF CHILDREN
LOAN FEES	FOR STUDENT LOAN BORROWERS. ACTUAL OR AVERAGE LOAN ORIGINATION AND INSURANCE FEES	FOR STUDENT LOAN BORROWERS. ACTUAL OR AVERAGE LOAN ORIGINATION AND INSURANCE FEES	FOR STUDENT LOAN BORROWERS. ACTUAL OR AVERAGE LOAN ORIGINATION AND INSURANCE FEES
TOTAL: (Excluding Allowances based on actual Institutional	$1,132/MO $10,188/YR	$528/MO $4,752/YR	$1,842/MO $16,578/YR

Charges) (Per Mo/Per Yr.)			

****NOTE: CURRENTLY FEDERAL STUDENT LOANS AT W.B.I. COVER TUITION ONLY. THERE IS NO ALLOTMENT FOR LIVING EXPENSES.**

****NOTE: Our Institutions do not provide on-campus housing**

AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA

This institution does not receive enough campus-based funds to satisfy all student financial needs.
Therefore, the school emphasizes the **SELF-HELP CONCEPT** of student financial assistance.
The **SELF-HELP CONCEPT** is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school.

The **SELF-HELP CONCEPT** lists types of financial assistance in the following order:

1. Family Contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford and/or, PLUS Loans)

The school awards Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year, (July 1 to June 30). Due to the **limited** amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows: This institution has a continuing enrollment process in which students may start each Monday of each week, or Tuesday when Monday is an observed Holiday. In order to ensure a fair distribution of funds through the entire year, the institution will make SEOG awards using data from the year preceding the current year by using student enrollment EFC and Pell Grant data, for the purpose of determining how to distribute the available SEOG funds. Based on last year's data, the institution expects an enrollment of 100 new students meeting the "exceptional need" criteria to be enrolled from 7/1/12 to 6/30/13. The awards to these students will be a minimum of $100 & up to $500 through the entire period.

As of July 1, 2012, the first award selection of SEOG recipients will be awarded to students with "exceptional need". Students with "exceptional need" are those students that have an expected family contribution (0 EFC), and would otherwise be eligible for the FPELL Grant Program during the same award year. The second award will be disbursed with any SEOG left to lower EFC's. If enrollment figures change, and /or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program. Students who enrolled during the last quarter of the award year (March to June have the lowest expected family contribution), are considered first.

Both selections will be made from students, whose files have been completed, with no issues pending as to the student's eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made throughout the award year as long as the funds are available.

DEFINITIONS: related to Financial Aid:

ACADEMIC YEAR: A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

PAYMENT PERIOD: 450 hours and 13 weeks for courses of 900 hours or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks. 1st payment period: tuition for 450 hours, fees, books and supplies. 2nd payment period: tuition for 450 hours. 3rd and 4th payment period: tuition for 350 hours.

CLOCK HOUR: A period of 50 to 60 minutes of supervised instruction during a 60 minutes period.

CREDIT BALANCE: A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

DEPENDENT STUDENT: She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

DEPENDENT: She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) **NOT** a dependent of the student.

EXPECTED FAMILY CONTRIBUTION (EFC): Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:

You must meet one of the following criteria in order to receive federal student aid:

- U.S. Citizen
- U.S. National
- U.S. Permanent resident who has an I-151 or I-551 (Alien Registration receipt card).
- Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:
- Refugee
- Asylum Granted
- Parole for a minimum of one year that has not expired
- T-Visa holder (T-1, T-2, T-3etc)
- Cuban-Haitian entrant
- Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking

IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:

- F1 or F2 student Visa
- J1 or J2 Exchange Visitor Visa only
- G series visa (pertaining to international organizations)

INDEPENDENT STUDENT: An individual who meets one of the following criteria:

1. Were you born before January 1, 1989?
2. As of today, are you married? (Separated but not divorced)
3. As of July 1, 2011 will you be graduate or professional student?
4. Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
5. Are you a veteran of the U.S. Armed Forces?
6. Do have children who will receive more than half of their support from you between July 1, 2012 and June 30, 2013?
7. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2012?
8. At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
9. As determined by a court in your state are you or were you an emancipated minor?
10. As determined by a court in your state of legal residence, are you or were you in legal guardianship?
11. At any time on or after July 1, 2011, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. At any time on or after July 1, 2011, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
13. At any time on or after July 1, 2011, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

PARENT(S): For the purposes of the financial aid programs, "a parent" is the mother and/or father, or adoptive parents, stepparent or legal guardian – not foster parents.

PAYMENT PERIOD: 450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

NEED: Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

WITHDRAWALS: Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences or date when the student failed to return from an approved leave of absence

RECOVERIES: Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the Promissory note of the student loans. If funds from the grant programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid 45 days from the student's withdrawal and present proof of such arrangements to the institution. If no repayment is received and no arrangements are presented, the institution will refer the debt to the US Department of Education. The student will no longer be eligible for aid until informed by US Department of Education.

REFUNDS: If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1) Unsubsidized Loans from FFELP or Direct Loan, 2) Subsidized Loans from FFELP or Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) FFELP or Direct Loan, 5) PLUS (Parent) FFELP or Direct Loan, 6) Pell Grant, 7) Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG. This order would apply in accordance to the aid programs available at the institution

TRANSFER STUDENT: A student, who attended a Post-secondary institution before the enrollment at **WBI**, is required to provide a Financial Aid Transcript from each of the institutions attended within the last six months before the enrollment at this institution. If a financial aid transcript is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid Transcripts are received by **WBI**.

A student who is already enrolled at **WBI and provides us a valid **Proof of Training** after enrollment at **WBI,** those hours will be not be allowed or credited. Hours with a valid **Proof of Training** will only be granted at time of Enrollment**.** **(at this time WBI is not accepting any Transfer Students)****

VERIFICATION PROCESS: Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986, April 29, 1994, November 29, 1994- executing legislation 20 U.S.C. 1094 governing the Title IV Programs, require schools to be sure of certain applicant-reported data.

These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for Financial Aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process.

To follow the regulations and achieve consistency governing this process, the following verification policies apply to all Applicants for Title IV Programs.

Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

WHO MUST BE VERIFIED: Each enrollment is 100% verified, the policy of this school shall be to verify all students that are selected by the need analysis (ISIR) system for verification.

VERIFICATION EXCLUSIONS: Applicants excluded from verification include:

- Death- Should applicants die during the award year or before the deadline for completing the verification.
- Incarceration- Applicant is incarcerated at the time the verification is to be performed.
- Certain Immigration Status- Applicant arrived in the U.S. during calendar years **2012-2013.**
- Certain Spouse/Parent Status- Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.

- Completed Verification- If the student completed the verification at another institution prior to transferring to **WBI** if all the following documents are provided from that school:
  - Letter stating that the verification process was completed.
  - Copy of the application data that was verified.
  - If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.
  - A completed Financial Aid Transcript.
- Pacific Island residency Status- Legal residents of the Trust Territory of the Pacific Island, Guam, Samoa, and the Commonwealth of the Northern Marian Islands. To qualify for this exclusion, the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be a citizen of one of these territories. To document the basis for the exclusion the applicable permanent mailing address.
- No Funds Disbursed- The applicant will not receive Federal Aid Funds.

REQUIRED VERIFICATION ITEMS: Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV Programs used.

Data items include:

- Total number of persons in the household.
- The number of members of household enrolled at least half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year 2010.
- U.S. income tax paid for the base year 2010.
- Certain untaxed income and benefits for the base year if certain conditions would apply include:
  - Social Security benefits
  - Child support
  - Untaxed payments to IRA or Keogh
  - Foreign income
  - Earned income credit
  - Interest on tax free bonds

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16 (f).

DOCUMENTATION REQUIRED: Student, spouse and/or parents (as applicable) **signed** income tax forms (IRS 1040, 1040A, or 1040EZ and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet 2012-2013. There are two different worksheets: One for dependent students and one for independent students. Use the work sheets to update and for verification of data. Applicants shall follow the instructions on the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms.

TIME PERIOD FOR PROVIDING DOCUMENTATION:
Applicants must provide the required documentation within 60 days from the last day of attendance or August 31, 2012, whichever is earlier.

APPLICANTS RESPONSIBILITIES: To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students on postsecondary educational institutions.
- Change in dependency status.

Federal PELL Grant applicants whose status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage. Campus- based applicants whose dependency status changes during the Award Year must have their FC re-calculated. This process does not apply if the change occurs due to marriage. The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD (S): If a student cannot provide all required documentation, the school cannot complete the verification process within 60 days

from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school gives the applicants the following options:

- The student may continue training on a cash payment basis.
- The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete.

The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

INTERIM DISBURSEMENTS: The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

TOLERANCES: If there are non-dollar errors and if the errors in dollar items total less the $400, there is no requirement to recalculate the students EFC.

NOTIFICATION OF RESULTS OF VERIFICATION: The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

REFERRAL PROCEDURE: The school shall forward to the Secretary of Education, referral of fraud cases.

STUDENT RIGHTS AND RESPONSIBILITIES

The student has the right to ask the school:

- The name of its accrediting and licensing organizations?
- About its programs; laboratory, and other physical facilities; and its faculty?
- What the cost of attending is and the policy on refunds to students who drop out?
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs?
- What procedures and deadlines are for submitting application for each available financial aid program?
- How it selects financial aid recipients?
- How it determines financial need?
- How much of your financial need, as determined by the school, has been met?
- To explain each type and amount of assistance in your financial aid package?
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed?
- How the school determines whether you are making satisfactory progress and what happens if you are not?
- What special facilities and services are available to the handicapped?

It is the student's responsibility to:

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent you from receiving aid.
- Know and comply with all deadlines for applying and re-applying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a charge in your name, address, phone number, or attendance status (Full/part-time student).
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment Contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

Campus Safety and Security Survey (Panorama Campus)

The High Education Act (HEA) -(Public Law 110-315) **(HEOA)** requires postsecondary education institutions to disclose the number and nature of crimes that have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/07 and 12/31/09

Report Distribution Date: October 1, 2011
Occurrences within the 2008, 2009 and 2010 calendar year
(Panorama Campus)

Crimes Reported	2008	2009	2010	Location: C=Campus N=Non-campus P=Public	* Hate Crime?
Murder (Includes non-negligent manslaughter)	0	0	0	P=Public	
Negligent manslaughter	0	0	0	P=Public	
Sex offenses (forcible & non-forcible)	0	0	0	P=Public	
Robberies	12	9	16	7 = Campus 2010 9 = Public 2010	
Aggravated assaults	10	3	4	P=Public	
Burglaries	23	16	19	P=Public	
Motor Vehicle Thefts (on Campus)	22	14	17	P=Public	
Arson	0	0	0	P=Public	

Hate Crime Reporting: The HEOA expands hate crime Statistics reported to the Department to include;				Referred for campus disciplinary action? (Yes) (No)
Larceny -Theft	0	0	0	
Simple assault	0	0	0	
Intimidation	0	0	0	
Vandalism	0	0	0	

Number of arrest made for the following crimes	2008	2009	2010	Referred for campus disciplinary action? (Yes) (No)
Liquor Laws	0	0	0	
Drug laws	0	0	0	
Weapons Possession	0	0	0	

Campus Security Act Disclosure Statement (Lancaster Campus)

Report Distribution Date: October 1, 2011
Occurrences within the 2008, 2009, and 2010 Calendar Years
(Lancaster Campus)

Crimes Reported	2008	2009	2010	Location: C=Campus N=Non-campus P=Public	*Hate Crime?
Murder (Includes non-negligent manslaughter)	2	0	5	P=Public	
Negligent manslaughter	0	0	0		
Sex offenses (forcible & non-forcible)	5	5	8		

Robberies	38	17	47	P=Public	
Aggravated assaults	72	40	32	P=Public	
Burglaries	149	89	47	P=Public	
Motor Vehicle Thefts (on Campus)	101	51	15	P=Public	
Arson	6	2	6	P=Public	

Hate Crime Reporting--The HEOA expands hate crime statistics reported to the Department to include;	**2008**	**2009**	**2010**		
Larceny-theft	N/A	N/A	N/A		
Simple assault	N/A	N/A	N/A		
Intimidation	N/A	N/A	N/A		
Vandalism	N/A	N/A	N/A		

Number of arrest made for the following crimes	**2008**	**2009**	**2010**	**Referred for campus disciplinary action? (Yes) (No)**	**Fatalities**
Liquor Laws	6	1	6		
Drug laws	5	5	5		
Weapons Possession	26=P	8=P	7=P	P=Public	

Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing "911".
2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

   Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's secretary who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics.

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 9 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

4. Current policies concerning campus law enforcement are as follows:
   a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
   b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the

appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.

c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

   a. Do not leave personal property in classrooms.
   b. Report any suspicious persons to your institutional official.
   c. Always try to walk in groups outside the school premises.
   d. If you are waiting for a ride, wait within sight of other people.
   e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
   f. The "Campus Safety and Security Survey" is available upon request to students, employees (staff and faculty) and prospective students.
   g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
   h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.

7. All incidents shall be recorded in the **Western Beauty Institute** "Daily Incident Log" at the institutional official's station **Panorama City, CA/ Panorama City Main Campus and/or Lancaster, CA**. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's **Campus Director and Campus Safety Survey Administrator (CSSA)**, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws. **The violation of these policies by students or employees may result in expulsion, termination and / or arrest**

9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. **The violations of these policies by students or employees may result in expulsion, termination and/or arrest.**

10. Information concerning drug and alcohol abuse education programs are posted at the campus and is distributed annually to students and staff. **(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).**

11. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest.

The institution does not maintain any special relationship with State and local police and do not have an agreements with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

This Institution encourage students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies

This institution encourage students to immediately report an incident where an emergency evacuation be needed. All students should familiarize with the evacuation procedures posted in several key places around the campus.

THIS INSTITUTION DOES NOT PROVIDE ON-CAMPUS HOUSING

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the school's officer but rather contact the appropriate agency by calling **(911).**

Panorama Campus: Mission Community Police Station, 1111 Sepulveda Blvd. Mission Hills, CA 91345.
Tel# 818-838-9800. **Report a Crime: www.lapdonline.org**

Lancaster Campus: Lancaster Police Station, 501 W Lancaster Blvd, Lancaster CA 93534.
Tel # 661-948-8466.

Emergency Response and Evacuation Procedures: Our institution has monthly Evacuation procedures such as fire and earthquake drills. This way it helps all students and staff familiarizes themselves with the evacuation procedures in case of an emergency.

Improvement plans to our existing programs:
WBI has set up Internet service (Wi-Fi) for Staff and Students. Before using this service, students and Staff will sign a Waiver form before logging into the school's Network.

We have also implemented a computer lab strictly for Instructors. This will help Instructors with creating in-class assignments and creative program projects for students.

WBI has opened up a satellite campus for the Barber and Esthetician Course. This campus is located walking distance from the Main Campus, 8612 Van Nuys Blvd. Panorama City, CA 91402 Phone #: 818-894-9164.

POLICY OF COPYRIGHT INFRINGEMENT:

WBI prohibits students to engage in unauthorized distribution of copyrighted material which includes unauthorized peer-to-peer file sharing and the prohibited use of the institutions information technology system for those activities. Any student engaged in such activities will have the following consequences: 1st time- student will be suspended from school. 2nd time- student will be terminated from school with civil and criminal liabilities.

WBI'S FEDERAL DISCLOSURE INFO

Western Beauty Institute Federal Disclosure reports that our institutions student body diversity is as follows (Full-time financial aid recipients) for both campuses. The information below is an estimated figure:

Panorama Campus:

Ethnicity	Pell Recipients		Subsidized loan recipients without Pell		Neither of the aid programs	
	Male	Female	Male	Female	Male	Female
Latinos	9	244	N/A	6	N/A	N/A
American Indian or Alaska Native	N/A	3	N/A	N/A	N/A	N/A
Asian	1	3	N/A	1	N/A	N/A
Black or African American	N/A	15	N/A	N/A	N/A	1
Native Hawaiian or Other Pacific Islander	N/A	N/A	N/A	N/A	N/A	N/A
White	N/A	14	N/A	1	N/A	N/A
**This is an estimated figure*						

Lancaster Campus:

Ethnicity	Pell Recipients		Subsidized loan recipients without Pell		Neither of the aid programs	
	Male	Female	Male	Female	Male	Female
Latinos	1	101	N/A	5	N/A	5
American Indian or Alaska Native	N/A	3	N/A	N/A	N/A	N/A
Asian	1	2	N/A	N/A	N/A	2
Black or African American	1	10	N/A	1	N/A	2
Native Hawaiian or Other Pacific Islander	N/A	N/A	N/A	N/A	N/A	N/A
White	1	30	N/A	1	N/A	16
**This is an estimated figure*						

DRUG & ALCOHOL ABUSE POLICY STATEMENT

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW.
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Panorama City Campus:

Valley Family Center (818) 365-8588
Adult Children of Alcoholics (818) 342-9863
Alcoholics Anonymous (818) 988-3001

Lancaster Campus:

Alcohol & Drug Help line (800) 821-4357 or (800) 344-2666

Al-Anon Central Office (661)274-9353

Drug Abuse Rehabilitation Help Line (818) 830-7090 Spanish- (661) 948-2190
National Council on Alcoholism (818) 997-0414 National Council on Alcoholism: Palmdale- (661) 274-1062
Family Anonymous (818) 989-7841 Lancaster- (661) 948-5046

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

WBI's Internal Drug Policy: A student who loses eligibility due to a criminal drug offense will regain eligibility only after successfully completing a Rehabilitation program. It is the student's responsibility to certify to Western Beauty Institute that the student has successfully completed the Rehabilitation program; was with the conviction question on the FAFSA.

DRUG ABUSE PREVENTION PROGRAM The College makes the following information available to its students, staff, and instructors. Any individual associated with **WESTERN BEAUTY INSTITUTE** who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agencies:

Family Dynamic Center, 43985 N. 15th Street, Lancaster, CA 93536 Tel: (661) 951-1700

Valley Family Center, 302 S. Brand Blvd, San Fernando. CA 91340 Tel: (818) 365-8588

ADMINISTRATION INFORMATION & OFFICE HOURS:

SCHOOL OFFICE HOURS:
Monday through Thursday 8:30am to 8pm, Friday 8:30am to 5pm, Saturdays from 8:30am to 5pm.

ADMISSIONS: Applicants for Admissions may secure information on Monday through Saturday between 8:30 a.m. through 5:00 p.m. Person(s) to contact:

LANCASTER Campus: Ms. Sara Esquivel. … Admissions (661) 718-8410 Email: sarae@wbi.edu

PANORAMA Campus: Ms. Nancy De La Cruz….. Admissions (818) 894-9550 Email: Nancy@wbi.edu

FINANCIAL AID: Applicants or students may secure Financial Aid Information Monday through Saturday between 8:30 a.m. through 5:00 p.m.

Person(s) to Contact:
LANCASTER Campus: Ms. Lucia Torres… Financial Aid Officer (661) 718-8410 Email: Lucy@wbi.edu
PANORAMA Campus: Ms. Ana Garcia…..…. Financial Aid Officer (818) 894-9550 Email: AGarcia@wbi.edu
Ms. Teresa Romero….Financial Aid Officer (818) 894-9550 Email: Teresa@wbi.edu

PLACEMENT ASSISTANCE: Person(s) to contact:
LANCASTER Campus: Ms. Valeria Montenegro. … Placement (661) 718-8410 Email: Valeriem@wbi.edu
Monday and Thursday between: 10:00 a.m. to 8:00 p.m., Fridays 8:30a.m. to 5:00 p.m. & Saturdays 8:30am to 5:00pm

PANORAMA Campus: Ms. Rachel Reynoso…….. Placement (818) 894-9550 Email: Rachel@wbi.edu
Monday, Thursday and Friday between: 8:30 a.m. to 5:00 p.m. On Tuesday and Wednesday 11:30a.m. to 8:00 p.m.

Constitution & Citizenship Day (Sept 17th): Every September 17th (unless it falls on a weekend or other holiday) Constitution Day, also called Citizenship Day, is celebrated to mark the anniversary of the ratification of the U.S. Constitution. Western Beauty Institutes acknowledges and expresses our pride as US citizens.

ACKNOWLEDGMENT OF CHANGING COURSES

Here at Western Beauty Institute, our primary goal is to facilitate successful learning to our Cosmetology, Barber, Esthetician, Manicuring, and Nail Technology students.

If your course view has simply changed and you feel you are not in the right course, you will need to inform us of your intent to transfer courses from your primary choice of Course. Most students are able to do this **within 7 days** of enrollment. However, in making this new selection I would like to emphasize the importance of the following:

1. Any Cosmetology, Barber, Esthetician, Manicurist, Nail Technology student wishing to transfer to a different course will be charged for their Freshman and Senior kit. **The amount would depend on the cost of the kit from the primary choice of course.**

2. Student will be financially responsible to purchase ***an additional*** kit before the start of the new class for the new "chosen" course. The student will have to buy a "New" Course kit before the start of the new course since the kit in most cases will not be useful in the new course.

3. Most important, these kits (Cosmetology, Barber, Esthetician, Manicurist, Nail Technology) will be **NON-REFUNDABLE,** once the student has started their chosen course.

4. Any student who is on ***Satisfactory Academic Warning or Probation*** will **not** be permitted to transfer courses. No Exceptions!

With all the above, it is important that you think things through within the 7 days before making an immediate decision about your choice in changing courses.

Thank you for choosing Western Beauty Institute for your continued education.

CURRICULUM FOR COSMETOLOGY COURSE (950.2) (CIP #12.0401, S.O.C. #39-5012) (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. Such technical instruction and practical operations shall include:

MINIMUM SPECIFIED PRACTICAL OPERATIONS:

20	Disinfection & Sanitation	**200**	Wet Hair Styling
20	Thermal Hair Styling	**80**	Permanent Waving
25	Chemical Straightening	**80**	Haircutting
20	Bleaching Hair	**30**	Hair Coloring
20	Scalp and Hair Treatments	**10**	Facials - Manual
15	Facials- Electrical	**15**	Facials - Chemicals (Skin peels, masks & scrubs)
10	Make up applications	**20**	Eyebrow Arching and Hair Removal
15	Water and Oil Manicures	**10**	Complete Pedicure
50	Artificial Nail - Liquid Powder & Brush-ons	**50**	Artificial Nail Tips
20	Nail Wraps and Repairs	**20**	Press and Curl

SUBJECT OF TECHNICAL INSTRUCTION:	**Min. Hours of Technical Instruction:**
1) The Cosmetology Act and the Bureau's Rules and 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 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).	**65**
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).	**15**
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 Section 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment.	**60**
6) Bacteriology, anatomy, and physiology.	**20**
7) Wet Hair Styling (shall include hair analysis, shampooing, finger waving, pin curling, comb-outs). **Thermal Hair Styling** (shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling). **(A)** Thermal Styling **(B)** Press and Curl	**65**
8) Permanent Waving (shall include hair analysis, chemical and heat permanent waving). **Chemical Straightening** (shall include hair analysis, and the use of sodium hydroxide and other base solutions).	**40**
9) Haircutting (shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting).	**20**
10) Hair coloring and Bleaching (shall include hair analysis, predisposition tests, safety precautions,	**60**

formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses).
(A) Hair coloring
(B) Bleaching

11) **Scalp and Hair Treatments** (shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation and other hair treatments). **5**

12) Facials
(A) **Manual** (shall include cleansing, scientific manipulations, packs, and masks). **25**
(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 and 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).
(C) **Chemicals** (shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that 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).

13) Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair).
Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes). **25**

14) Manicuring and Pedi curing
(A) Water and Oil Manicure, including nail analysis, and hand and arm massage
(B) Complete Pedicure, including nail analysis, and foot and ankle massage
(C) Artificial Nails **10**

15) Artificial Nails and Wraps
(**A)** Artificial Nails – Acrylic, Liquid Powders & Brush-ons
(B) Artificial Nail Tips
(C) Nail Wraps and Repairs **25**

COSMETOLOGY COURSE EDUCATIONAL GOALS:
The Cosmetology course is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist. Additional training will be given to gain the knowledge and skills that will prepare licensed students for work as a Cosmetologist. Additional training will be given on, Salon Management as well as communication skills that shall include, client services, professional ethics, preparing a resume, employment development, salesmanship, products demonstrator, decorum, modeling your creations, handling of reception area, desk duties, record keeping, record cards, customer care, and other subjects relating to the Cosmetology field.

COSMETOLOGY PERFORMANCE OBJECTIVE

1) Acquire knowledge of laws and rules regulating California's cosmological establishing practices.

2) Acquire knowledge of sanitation and sterilization as related to Cosmetology as it relates to all phases of hair, skin, and nails.

3) Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry and theory relative to practical procedures performed.

4) Acquire business management techniques common to cosmetology.

Skills to be developed:
1. Learn the proper use of implements relative to all Cosmetology services, such as learning the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of MANICURIST to include water and oil manicure and pedicure, learn the application of brush-on nails, nail wraps, and nail tips.
2. Acquire the knowledge of analyzing the hair, scalp and face, prior to all services, to determine any disorders.
3. Will learn the procedures and terminology used in performing all Cosmetology services.
4. Will learn haircutting, hairstyling, the application chemicals on the face and hair, hair waving, relaxing, and hair coloring.

5. Learn the proper procedure of rest facials, rolling cream massages, scalp manipulations, blow-drying, shampooing, and working with wigs.
6. Acquire the knowledge proper use, application and discard of hazardous materials.
7. Will learn the art of salesmanship and products demonstrator.

Attitudes and Appreciations to be developed:

1. Shall be able to appreciate good workmanship common to Barbering.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with clients and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by Bureau of Barbering & 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 (Grade Point Average) 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 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 listed above, and passed the licensing exam with an overall average of 75%.

OTHER AVAILABLE OCCUPATIONS: Cosmetologist, Hair Stylists, Hair Colorist, Make-up Artist, Manicurist, Beauty Salon Operator, Beauty Salon Manager, Beauty Salon Owner, Supervisor, Director or School Owner, Cruise Ship Stylist, Platform Artist, Wig Dressers, Body Make-up Artists, Acrylic Nail Technician, Product demonstrator, and with further training and enough experience as a Cosmetologist, you could also become a Beauty School Instructor.

CURRICULUM FOR BARBER COURSE (950.1)(CIP #12.0402, S.O.C. #39-5011) (1,500 Hours)

The curriculum for students enrolled in a Barbering course shall consist of fifteen hundred (1500) clock hours of technical instruction and practical operations covering all practices constituting the art of Barbering pursuant to Section 7316 of the Barbering and Cosmetology Act.
For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. The practical training shall include performance of the following minimum practical operations:

MINIMUM SPECIFIED PRACTICAL OPERATIONS:

750 Haircuts and Hairstyles
40 Shaves
20 Rest Facials
25 Shampoos
20 Scalp Manipulations
20 Hair Waving and Curling
5 Hair Coloring and Tinting
5 Hair Processing and Relaxing
10 Application of chemicals (used on the hair; hairpieces; measuring, fitting and servicing of hairpieces and rolling cream massages).
10 Rolling Cream Massage
5 Hair Pieces
10 Disinfection & Sanitation

SUBJECT OF TECHNICAL INSTRUCTIONS:	MIN. HOURS OF TECHNICAL INSTRUCTION:
1. Haircutting and Hairstyling: (shall include theory and composition of all hair types, haircutting tools, haircutting techniques, blow-drying and hair styling.)	**80**
2. Shaves: (shall include anatomy, skin types, razor techniques and safety).	**30**
3. Rest Facials: (shall include facial manipulations, steaming, skin types, creams and chemicals for the skin and safety.	**20**
4. Shampoos: (shall include scalp and hair disorders and diseases, shampoo chemistry, anatomy and safety).	**10**
5. Scalp manipulations: (shall include anatomy, skin and hair disorders and diseases various types of scalp manipulations).	**05**
6. Hair waving and curling: (shall include temporary and permanent waving of the hair, blow dry styling, hair chemistry and safety).	**15**
7. Hair coloring and tinting: (shall consist of skin and hair analysis theory of chemistry, hair and the chemical composition of hair coloring products and the proper application of tints and bleaches).	**10**
8. Hair processing and relaxing: (Chemical: shall include hair analysis, and the use and composition of sodium hydroxide and other base solutions).	**10**
9. Chemical applications: (shall consist of the study and theory of all types of chemicals used in the barbering profession and the proper safety and application of such.	**10**
10. Rolling Cream Massage: (shall consist of anatomy, the study and composition facial creams, facial and massage techniques, applications and safety.	**05**
11. Hair pieces: (shall consist of types of hairpieces, how they are made, how to measure, fit, cut, color and style them).	**05**
12. Hazardous Substances: (shall include training in chemical 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).	**20**
13. Disinfection & Sanitation	**20**
14. Bacteriology, Anatomy, and Physiology	**15**
15. Sales Techniques: (shall include product knowledge, application, client suitability, and salesmanship techniques).	**10**
16. Career and employment information specific to; professional ethics, effective communication and human relations, compensation packages and payroll deductions, licensing requirements	**10**

and regulations and fundamental of business management.

BARBER COURSE EDUCATIONAL GOALS:
The Barber course is designed to prepare students for the state licensing examination and for profitable employment as a Barber. Additional training will be given to gain the knowledge and skills that will prepare licensed students for work as a Barber, shop manager, shop owner, color and waving specialist or a products demonstrator. With further training or enough experience as a Barber, you could also become a Barber Instructor.

BARBER COURSE GRADUATION REQUIREMENTS:
When a student has completed the specified minimum required hours and subject operations, and has completed fifteen hundred (1500) hour course and providing that they continued to make academic progress by a GPA (grade point average) of 70% or better, he or she is awarded a Diploma certifying their graduation. Students are then assisted in the completion of the necessary documents to file for the appropriate Barbering program examination.

BARBER LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade. A Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barber course as listed above, and passed the licensing exam with an overall average of 75%.

BARBER PERFORMANCE OBJECTIVE

1) Acquire knowledge of laws and rules regulating California's cosmological establishing practices.

2) Acquire knowledge of sanitation and sterilization as related to Barbering as it relates to all phases of hair, skin, and nails.

3) Acquire knowledge of general theory relative to Barbering including anatomy, physiology, chemistry and theory relative to practical procedures performed.

4) Acquire business management techniques common to Barbering.

Skills to be developed:

1. Learn the proper use of implements relative to all Barbering services.
2. Acquire the knowledge of analyzing the hair, scalp and face, prior to all services, to determine any disorders.
3. Will learn the procedures and terminology used in performing all Cosmetology services.
4. Will learn haircutting, hairstyling, the application chemicals on the face and hair, hair waving, relaxing, and hair coloring.
5. Learn the proper procedure of rest facials, rolling cream massages, scalp manipulations, blow-drying, shampooing, shaving, and working with hairpieces.
6. Acquire the knowledge proper use, application and discard of hazardous materials.
7. Will learn the art of salesmanship and products demonstrator.

Attitudes and Appreciations to be developed:

1. Shall be able to appreciate good workmanship common to Barbering.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with clients and colleagues.

OTHER AVAILABLE OCCUPATIONS : Barber, Hair stylist, Barber Shop Owner, Operator, Manager, Beauty Salon Operator, Beauty Salon Manager, Beauty Salon Owner, Supervisor, Director or School Owner, Platform Artist, Cruise Ship Stylist, Product demonstrator, and with further training and enough experience as a Barber, you could also become a Barber School Instructor.

CURRICULUM FOR ESTHETICIAN COURSE (950.3) (CIP #12.0409, S.O.C. #39-5094) (600 HOURS)

The curriculum for students enrolled in a Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Esthetician pursuant, to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean 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. Such technical instruction and practical operations shall include:

MINIMUM SPECIFIED PRACTICAL OPERATIONS:

10	Disinfection and Sanitation	**40**	Facials (Manual)
60	Facials (Electrical)	**40**	Chemicals (Chemical skin peels, packs, masks and scrubs)
40	Wax and depilatories	**40**	Make-up & Eyelash Application
10	Hair Removal & Eyebrow Arching, Tweezing		

SUBJECT OF TECHNICAL INSTRUCTION:	**Min. Hours of Technical Instruction:**
1) The Cosmetology Act and the Bureau's Rules and Regulations	**10**
2) Chemistry pertaining to the practices of an Esthetician. (Shall include the chemical composition and purpose of cosmetic and skin care preparations. 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, and communicable diseases, including HIV/AIDS and Hepatitis B).	**40**
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) Disinfections 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 Section 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** **30**
6) Bacteriology, anatomy, physiology, skin analysis and conditions.	**15**
7) **Facials: (A) Manual** (Shall include skin analysis, cleansing, scientific manipulations, packs, and masks).	**70**
(B) Electrical (Shall include the use of all electrical modalities including dermal lights and Electrical apparatus, for facials and skin 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).	
(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).	
8) 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	**30**
(B) Wax and depilatories	
9) Make-up (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes).	**20**
10) Training will also include classes in Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards ad preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to the Cosmetology field.	**15**

ESTHETICIAN COURSE EDUCATIONAL GOALS:

The Esthetician course is designed to prepare students for the state licensing examination and for profitable employment as an Esthetician. Additional training will be given to gain the knowledge and skills that will prepare licensed students for work as an Esthetician. Additional training will be given on, Salon Management as well as communication skills that shall include, client services, professional ethics, preparing a resume, employment development, salesmanship, products demonstrator, decorum, handling of reception area, desk duties, record keeping.

ESTHETICIAN PERFORMANCE OBJECTIVE

1) Acquire knowledge of laws and rules regulating California Cosmological establishing practices.

2) Acquire knowledge of sanitation and sterilization as related to Esthetics as it relates to all phases of skin.

3) Acquire knowledge of general theory relative to Estheticians including anatomy, physiology, chemistry and theory relative to practical procedures performed.

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 Esthetician services.
4. Will learn will learn the application chemicals on the face, rest facials, the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facials.
5. Acquire the knowledge proper use, application and discard of hazardous materials.
6. Will learn the art of salesmanship and products demonstrator.

Attitudes and Appreciations to be developed:

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

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by Bureau of Barbering & 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 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 the appropriate Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, a Esthetician 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 licensing with an overall average of 75%

OTHER AVAILABLE OCCUPATIONS: Esthetician, Spa Shop Owner, Operator, Manager, Beauty Salon Operator, Beauty Salon Manager, Beauty Salon Owner, Supervisor, Director or School Owner, Platform Artist, Cruise Ship Stylist, Dermatologist Office, Plastic Surgeon Office, Product demonstrator, and with further training and enough experience as an Esthetician, you could also become a School Instructor.

CURRICULUM FOR MANICURIST COURSE (950.4) (CIP #12.0410, S.O.C #39-5092) (400 HOURS)

The curriculum for students enrolled in a Nail Technician 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 given by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or hand mannequin. Such technical instruction and practical operations shall include:

MINIMUM SPECIFIED PRACTICAL OPERATIONS:

10	Disinfection and Sanitation	**40**	Water and Oil manicures
20	Complete Pedicures	**80**	Nails - Acrylic, Liquid and Powder Brush-on
60	Nail Tips	**40**	Nail Wraps and repairs

SUBJECT OF TECHNICAL INSTRUCTION:	**MINIMUM THEORY HOURS:**
1) The Cosmetology Act and the Bureau's Rules and Regulations	**10**
2) Cosmetology Chemistry related to MANICURIST practices. (Shall include the chemical composition and the purposes 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, and 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 ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Section 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**
5) Bacteriology, anatomy, and physiology.	**10**
6) Water and Oil Manicures, including hand and arm massage.	**15**
7) Complete Pedicure, including foot and ankle massage.	**10**
8) Application of Artificial Nails	
(A) Acrylic: Liquid and Powder Brush-ons	**15**
(B) Nail Tips	**10**
(C) Nail wraps and repairs	**05**

MANICURIST COURSE EDUCATION GOALS:

The Manicurist Course of study is designed to prepare students for the state licensing examination and for profitable employment as a Manicurist. The knowledge and skills will prepare licensed students for work as a Manicurist Specialist, Product demonstrator, or Nail Artist. They will be versed in all areas of Manicuring

MANICURIST PERFORMANCE OBJECTIVE

1) Acquire knowledge of laws and rules regulating California's cosmological establishing practices.
2) Acquire knowledge of sanitation and sterilization as related to MANICURIST as it relates to all phases of nails and skin.
3) Acquire knowledge of general theory relative to MANICURIST including anatomy, physiology, chemistry and theory relative to practical procedures performed.
4) Acquire business management techniques common to MANICURIST.

Skills to be developed:

1. Learn the proper use of implements relative to all MANICURIST/Pedi curing services, and artificial nails. Learn the proper procedure of MANICURIST/Pedi curing to include water and oil manicure and pedicure, learn the application of brush-on nails, nail wraps, and nail tips.
2. Acquire knowledge of analyzing the hands and feet prior to all services to determine any disorders and be able to recognize the various skin conditions and disorders.
3. Will learn the procedures and terminology used in performing all MANICURIST, Pedi curing services.

4. Develop the knowledge of safety precautions in use of MANICURIST, Pedicuring and artificial nails.
5. Acquire the knowledge proper use, application and discard of hazardous materials.
6. Will learn the art of salesmanship and products demonstrator.

Attitudes and Appreciations to be developed:

1. Shall be able to appreciate good workmanship common to MANICURIST.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with clients and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have satisfactorily completed Theory and Operations required by Bureau or Barbering and 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 MANICURIST with a GPA (Grade Point Average) 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 Barbering and Cosmetology Examination.

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

OTHER AVAILABLE OCCUPATIONS: Manicurist, Beauty Salon Operator, Beauty Salon Manager, Beauty Salon Owner, Supervisor, Director or School Owner, Platform Artist, Cruise Ship Manicurist, Acrylic Nail Technician, Product demonstrator, and with further training and enough experience as a Cosmetologist, you could also become a Beauty School Instructor.

ADDITIONAL TRAINING WILL BE GIVEN ON THE FOLLOWING SUBJECT MATTER:
Salon Management as well as communication skills that shall include, client services, professional ethics, preparing a resume, employment development, salesmanship, decorum, modeling your nail creations, handling of reception area, desk duties, record keeping, record cards, customer care, and other subjects relating to the MANICURIST field.

CURRICULUM FOR NAIL TECHNOLOGY COURSE (C.I.P 12.0410, S.O.C. #39-5092) (600 HOURS)

The curriculum for students enrolled in a Nail Technology course shall consist of four hundred (600) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or hand mannequin. Such technical instruction and practical operations shall include:

MINIMUM SPECIFIED PRACTICAL OPERATIONS:

10	Disinfection and Sanitation	**40**	Water and Oil manicures
20	Complete Pedicures	**80**	Nails - Acrylic, Liquid and Powder Brush-on
60	Nail Tips	**40**	Nail Wraps and repairs

SUBJECT OF TECHNICAL INSTRUCTION:	**MINIMUM THEORY HOURS:**
1) The Cosmetology Act and the Bureau's Rules and Regulations	**10**
2) Cosmetology Chemistry related to MANICURIST practices. (Shall include the chemical composition and the purposes 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, and 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 ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Section 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**
5) Bacteriology, anatomy, and physiology.	**10**
6) Water and Oil Manicures, including hand and arm massage.	**15**
7) Complete Pedicure, including foot and ankle massage.	**10**
8) Application of Artificial Nails	
(A) Acrylic: Liquid and Powder Brush-ons	**15**
(B) Nail Tips	**10**
(C) Nail wraps and repairs	**05**

ADDITIONAL TRAINING:

SUBJECT OF TECHNICAL INSTRUCTION:	**MINIMUM THEORY HOURS:**
1) Electric Filing	**25**
2) Reflexology & Massage	**20**

ARTIFICIAL NAILS:

1) Acrylic Liquid and Powder Brush-ons	**10**
2) UV Gel, No-light Gels, Molds	**10**
3) Nail Wraps & Tips	**10**
4) Art Stencils & Stamps, Freehand Art & Minx	**10**
5) History of Nail Technology Art	**10**
6) Health & Safety	**10**
7) Disinfection & Sanitation.	**10**
8) Bacteriology, anatomy, and physiology	**10**
9) The Nail Spa business	**25**
10) Professionalism & Work Ethics	**25**
11) Marketing in Nail Technology	**25**

MINIMUM SPECIFIED PRACTICAL OPERATIONS:

40	Electric Filing	**10 nails**	UV Gel, No-light Gels, Molds
10	Reflexology & Massage	**10 nails**	Nail Wraps & Tips
10 nails	Acrylic Liquid and Powder Brush-ons	**40**	Art Stencils & Stamps, Freehand Art & Minx

30 History of Nail Technology Art
5 The Nail Spa business
5 Marketing in Nail Technology
10 Disinfection & Sanitation
5 Professionalism & Work Ethics

NAIL TECHNOLOGY COURSE EDUCATION GOALS:
The Nail Technology Course of study is designed to prepare students for the state licensing examination and for profitable employment as a Nail Technician. The knowledge and skills will prepare licensed students for work as a Nail Tech Specialist, Product demonstrator, or Nail Artist. They will be versed in all areas of Nail Technology.

NAIL TECHNOLOGY PERFORMANCE OBJECTIVE

1) Acquire knowledge of laws and rules regulating California's cosmological establishing practices.
2) Acquire knowledge of sanitation and sterilization as related to Nail Technology as it relates to all phases of nails and skin.
3) Acquire knowledge of general theory relative to Nail Technology including anatomy, physiology, chemistry and theory relative to practical procedures performed.
4) Acquire business management techniques common to Nail Technology.

Skills to be developed:

7. Learn the proper use of implements relative to all Nail Technology /Pedicuring services, and artificial nails. Learn the proper procedure of Nail Technology /Pedicuring to include water and oil manicure and pedicure, learn the application of brush-on nails, nail wraps, and nail tips.
8. Acquire knowledge of analyzing the hands and feet prior to all services to determine any disorders and be able to recognize the various skin conditions and disorders.
9. Will learn the procedures and terminology used in performing all Nail Technology, Pedicuring services.
10. Develop the knowledge of safety precautions in use of Nail Technology, Pedicuring and artificial nails.
11. Acquire the knowledge proper use, application and discard of hazardous materials.
12. Will learn the art of salesmanship and products demonstrator.

Attitudes and Appreciations to be developed:

5. Shall be able to appreciate good workmanship common to Nail Technology.
6. Possess a positive attitude towards the public and fellow workers.
7. Appreciate honesty and integrity.
8. Have improved personality in dealing with clients and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have satisfactorily completed Theory and Operations required by Bureau or Barbering and 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 Nail Technology with a GPA (Grade Point Average) 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 Barbering and Cosmetology Examination.

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

OTHER AVAILABLE OCCUPATIONS: Manicurist, Beauty Salon Operator, Beauty Salon Manager, Beauty Salon Owner, Supervisor, Director or School Owner, Platform Artist, Cruise Ship Manicurist, Acrylic Nail Technician, Product demonstrator, and with further training and enough experience as a Cosmetologist, you could also become a Beauty School Instructor.

ADDITIONAL TRAINING WILL BE GIVEN ON THE FOLLOWING SUBJECT MATTER:
Salon Management as well as communication skills that shall include, client services, professional ethics, preparing a resume, employment development, salesmanship, decorum, modeling your nail creations, handling of reception area, desk duties, record keeping, record cards, customer care, and other subjects relating to the Nail Technology field.

CURRICULUM FOR COSMETOLOGY INSTRUCTOR COURSE (950.7) (600 HOURS)

The curriculum for students enrolled in Cosmetology Instructor Training course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Cosmetology, as defined in Section 7316 of the Barbering and Cosmetology Act. Technical instruction shall mean methods of instruction given by demonstration, communication skills; lecture, classroom participation, or examination. Practical operation shall mean actual performance by the instructor trainee of teaching techniques and principles.

SUBJECT OF TECHNICAL INSTRUCTION:	**THEORY HOURS:**
1) The Cosmetology Act and the Board's Rules and Regulations	**10**
2) Preparatory instruction;	
(A) Instructional Techniques: method of instruction; lecture; demonstration; performance; communication skills; instructional aids and the use of questions to promote learning.	**40**
(B) Organizational techniques: 4 step teaching method; performance objectives; and learning domains, etc.	**30**
(C) Lesson planning: Subject; title; outlines; development and visual aids, etc.	**60**
(D) Techniques of evaluation: purpose of tests; types of tests; test administration; scoring & grading cosmetic and skin care preparations. Shall also include the elementary chemical makeup.	**10**
3) Inducting classroom and technical instructions and demonstrations to students for three (3) or more days, 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 or Cosmetology on a live person or Mannequin in a classroom or laboratory.	**100**

MINIMUM SPECIFIED PRACTICAL OPERATIONS

1) Organizational techniques: 4 step teaching method; performance objectives; and learning domains, etc.	**50**
2) Lesson planning: Subject; title; outlines; development; and visual aids, etc.	**50**

*** 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 material and shall not be permitted to enroll in a second course, except following examination failure after the preceding course.

COSMETOLOGY INSTRUCTOR/ TRAINEE PERFORMANCE OBJECTIVES: To help develop the ability to:

1) Teach related information, manipulative operations, and techniques.

2) Use various teaching aids, such as instruction sheets, visual aids and tests, and to provide information about 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 and 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, procedures and tests that will insure student comprehension and will instill the will to learn even on the most difficult student, development of a course content reflecting comprehensive, correlated unit of study, development of instructional materials that will facilitate set-up and preparation of class and development of supplemental teaching aids that will give students a variety of ideas from which to draw and maintain motivation.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have satisfactorily completed Theory and Operations required by Board of Barbering and Cosmetology with an average grade of 70% or better, he or she will be awarded a diploma certifying his or her graduation. Must also possess a High School diploma, and have passed the Cosmetology Instructor licensing exam with an overall average of 75%.

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2012-2013

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