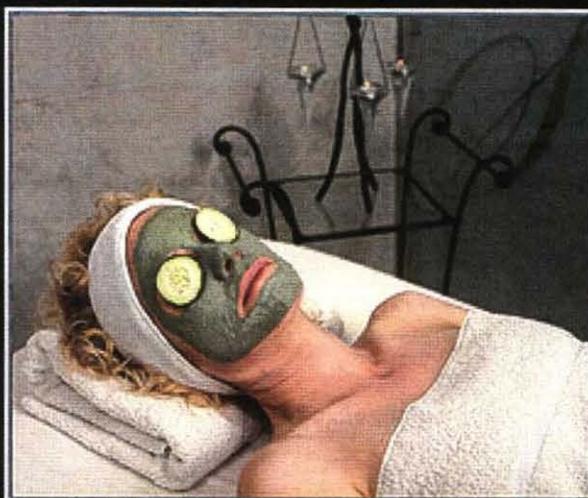
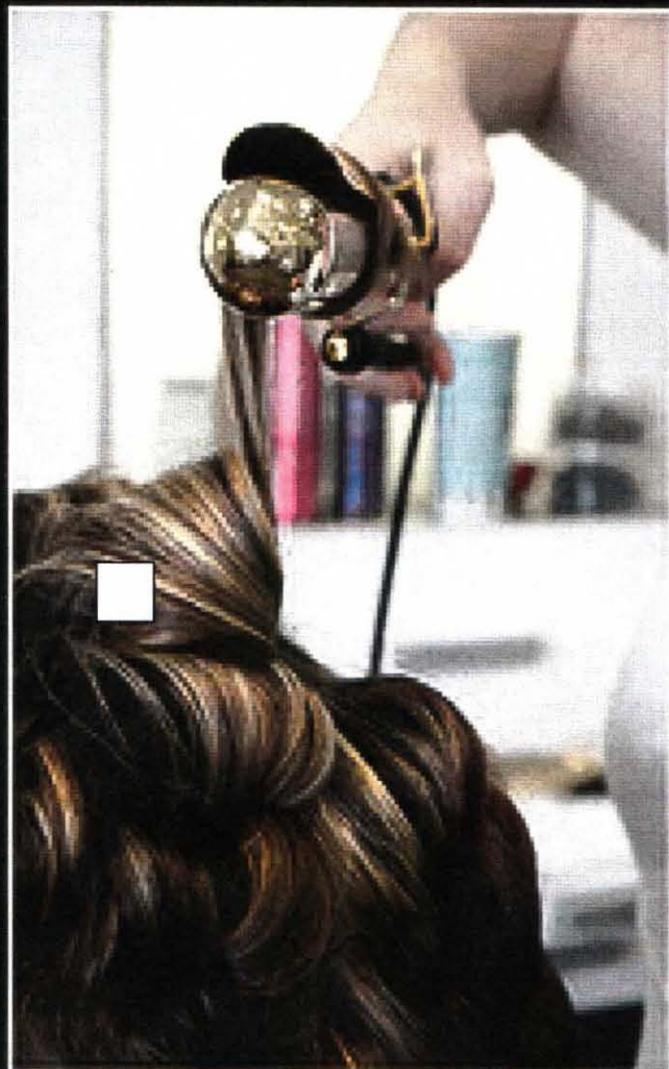


# Torrance Beauty College

Beauty Careers, Inc.

## Catalog

July 2012 through June 2013  
Courses, Educational Services &  
Consumer Information



Publication Date: June 15, 2012

**1978 W. Carson Street, Torrance, CA 90501**  
**310-320-0404 Fax: 310-782-3650**

## TABLE OF CONTENTS

## PAGE #

MESSAGE FROM THE DIRECTOR.....	-3-
MISSION STATEMENT.....	-3-
GENERAL SCHOOL INFORMATION.....	-4-
ORGANIZATIONAL CHART.....	-6-
INSTRUCTIONAL CLASS SCHEDULE.....	-7-
INSTRUCTIONAL STAFF.....	-8-
APPROVAL DISCLOSURE STATEMENT.....	-10-
COMPLAINT PROCEDURE.....	-11-
STATEMENT OF EDUCATIONAL GOALS AND OBJECTIVES.....	-11-
STATEMENT OF NON-DISCRIMINATION.....	-12-
ADMINISTRATIVE SERVICES.....	-12-
ADMISSION POLICY.....	-12-
SOURCES OF FUNDING.....	-13-
GRADING SYSTEM.....	-14-
ATTENDANCE POLICY.....	-14-
TRANSFER, COURSE CROSS-OVER, WITHDRAWAL AND RE-ENTRY POLICY.....	-15-
GRADUATION AND LICENSING REQUIREMENTS.....	-16-
EMPLOYMENT COUNSELING SERVICES.....	-16-
STUDENT FEEDBACK / REQUESTS.....	-16-
DRUG AND ALCOHOL FREE POLICY.....	-16-
TUITION AND FEES.....	-17-
RIGHT TO PRIVACY.....	-19-
REFUND POLICY.....	-21-
SATISFACTORY ACADEMIC PROGRESS (SAP).....	-24-
OUTCOME RATES.....	-25-
CAMPUS POLICIES AND REGULATIONS.....	-26-
NOTICE OF CANCELLATION .....	-28-
COURSES OF STUDY.....	-29-
COSMETOLOGY COURSE OUTLINE.....	-30-
COSMETOLOGY TECHNICAL CLASS SCHEDULE.....	-31-
CURRICULUM FOR COSMETOLOGY COURSE.....	-32-
ESTHETICIAN COURSE OUTLINE.....	-35-
ESTHETICIAN TECHNICAL CLASS SCHEDULE.....	-36-
CURRICULUM FOR ESTHETICIAN COURSE.....	-37-
MANICURING COURSE OUTLINE.....	-39-
MANICURING TECHNICAL CLASS SCHEDULE.....	-40-
CURRICULUM FOR MANICURING COURSE.....	-41-
TEXT AND REFERENCE BOOKS FOR STUDENTS.....	-42-
CURRICULUM FOR BARBER CROSS-OVER COURSE.....	-43-
BARBER CROSS-OVER TECHNICAL CLASS SCHEDULE.....	-44-
CATALOG INDEX.....	-45-

## **MESSAGE FROM THE DIRECTOR**

WELCOME TO TORRANCE BEAUTY COLLEGE!

Congratulations on your choice of career and we thank you for selecting our school to assist you in obtaining your desired educational goal. You are about to enter into a field of training that will provide you with an opportunity to join a very profitable, exciting and constantly changing profession.

Torrance Beauty College was founded and established to provide an education in the field of cosmetology, as well as a service to the community. The instructors hold a combination of credentials in vocational education and have been actively involved in the beauty industry since 1970 as cosmetologists, salon owners, and instructors. As educators, the instructional staff brings a wealth of knowledge and inspiration to the trade, along with a strong sense of commitment to the students. With this in mind, the school continually surveys the profession to insure that the constantly changing trends, designs, and techniques required by clients and salon owners are provided to our students in addition to the State Board curriculum.

The instructors utilize lectures, demonstrations, written study materials and video presentations to create diversity in the classroom. Torrance Beauty College students learn basic skills on a mannequin head, and professional skills on the clientele that patronize the school. This combination of educational and practical balance helps ensure the students gain the maximum learning atmosphere at any skill level.

Each program of study prepares the student for the NIC Test, which is now the standard in California for state licensure.

The entire staff of Torrance Beauty College is pleased and proud that you will be attending our campus, and pledges to do their utmost to ensure that you receive a quality education.

## **MISSION STATEMENT**

Torrance Beauty College is committed to providing quality education in the fields of Cosmetology, Esthetics and Manicuring Arts and Sciences enabling students to be successful in their chosen field. Our goal is to provide excellent training in accordance with the requirements of the State of California pursuant to the NIC guidelines and bulletins for our students to successfully pass the state licensure exam. In achieving its' mission, Torrance Beauty College aspires to instill a sense of skill, knowledge, professionalism and enthusiasm that will benefit the individual as well as the trade.

## **GENERAL SCHOOL INFORMATION**

Torrance Beauty College is proudly serving the South Bay Community with quality vocational education and salon services. Located in the "Historic District" of Downtown Torrance the 7,000 square foot air-conditioned facility is conveniently located on the corner of Carson Street and Gramercy Avenue. Public transportation routes connect through the Torrance Transit Bus Lines allowing distance traveling students the ability to "go green" by using carpool terminals as we are easily accessible from both the San Diego Freeway (405) to the north and the Harbor Freeway (110) to the east.

Fully remodeled in 2011, our campus combines some of the classic styles of its original décor with state of the art equipment and furnishings and can accommodate 126 full time students. Our full clinic floor is comprised of areas designated for training in all areas of the trade. Our Manicuring Department is situated along the storefront windows of the property, which allows the best possible lighting for students working on small surfaces such as finger and toe nails. Senior cosmetology students working on the main clinic floor gain confidence while training in a salon atmosphere. The clinic floor has a variety of over 75 individual workstation areas, as well as a full customer lobby and receptionist bar. The product dispensary is conveniently located behind the reception area to provide the students with any customer-related items and houses the on-site laundry facilities. All students are taught reception and desk skills by answering the phone, assisting with the dispensary inventory and laundry tasks.

Students can expect high quality name-brand products, equipment and supplies in their fully stocked kits, and will look forward to trying out some of the latest trends made available to them for use on all phases of hair, skin, and nail care. There is a minimum of two different manufacturing companies, presented to students during their training, providing them exposure to different product lines, applications and procedural techniques. The school provides "hands on" experiences for the students, which supports the "learn-by-doing" atmosphere that resembles a salon environment. Paul Mitchell Professional® Hair Care has recently partnered with our school, allowing our students to use, purchase and train with one of the top brand-name products on the market.

Beginning and freshman students first attend in the classroom located on south side of the facility. Over 15 workstations encircle the interior walls allowing a full open floor for lectures, theory class, as well as written and practical mock board testing. A staging platform provides easy visibility for students during lectures, presentations and demonstrations.

## **GENERAL SCHOOL INFORMATION, cont.**

Although only accessible from within the building, the Esthetics Department sets off to the east side of the building away from the other student training areas. The interior is separated by a dividing door so lecture classes can continue for freshmen while senior esthetician students can provide service to customers. Calming scents and soothing music give customers a "Day Spa" experience as students learn to provide high quality facial services including training on a medical grade diamond tip Microdermabrasion machine. Currently, our esthetician kit features Dermalogica® skin care products, however, a variety of other product lines including Murad will be introduced to the students, allowing them a choice to best suit their professional needs.

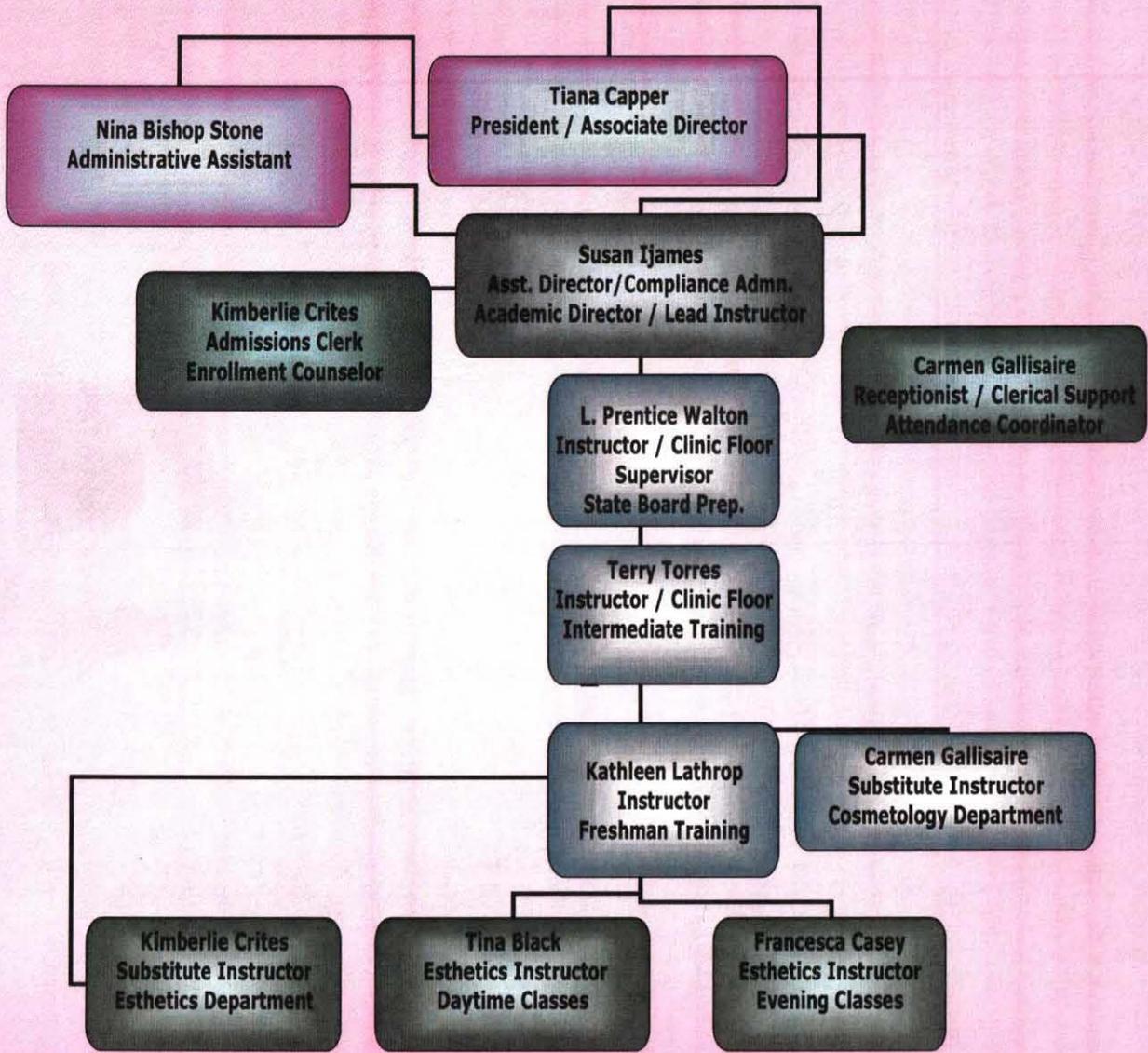
The student lounge and lunchroom facilities provide a comfortable location to take a break, eat or socialize when not in class. Available to all students is a full-size refrigerator, two microwave ovens, a state of the art purified drinking water system with ice-cold, room temperature and piping hot water as well as vending machines with snacks, soda and juice, including fresh ground coffee and hot beverages. Outside, students can use the covered picnic area and benches for a breath of fresh air while remaining "on campus".

Our written and audio/visual libraries are useable on campus, or can be "checked-out" and viewed or read at home. The benefit of wi-fi internet access is available for students who choose to bring laptops. Over 150 storage lockers are available for students desiring to keep materials on site throughout their training or to secure personal property while on campus.

Classes begin the first Tuesday of each month, and are open entry/exit. Students can attend full-time day, or part-time morning or evening classes. All senior students can participate in clinic services Tuesday through Friday afternoons from 1:00pm to 5:00pm, or Wednesday and Thursday evenings. Students are required to attend a minimum of twenty (20) hours per week, but can attend up to twelve (12) clock hours per day to a maximum of fifty-two (52) hours per week, when open.

Torrance Beauty College is open to students Tuesday through Thursday 8:30 am until 10:00 pm; Friday and Saturday 8:30 am until 5:00 pm. Customer service hours vary based on day of week and class schedules. In 2012, the school observes the following holidays: New Years Day – January 1<sup>st</sup>, Memorial Day – May 28<sup>th</sup>, Independence Day – July 4<sup>th</sup>, Labor Day – September 3<sup>rd</sup>, Thanksgiving Day – November 22<sup>nd</sup>, and Christmas Day – December 25<sup>th</sup>.

A private parking lot provides spaces for forty (40) vehicles. Additional parking on adjacent residential side streets is also available. Torrance Beauty College facility is NOT one hundred (100%) percent accessible for wheelchair students or customers at this time.



## **INSTRUCTIONAL CLASS SCHEDULE**

For all courses identified below. The school offers day and evening schedules, as follows:

### ALL COURSES – HOURS OF ATTENDANCE AVAILABLE FOR STUDENTS:

DAY SCHEDULES:	Tuesday through Saturday:	8:30am – 5:00pm
AFTERNOON SCHEDULES:	Tuesday through Saturday: (clinic only)	1:00pm – 5:00pm
EVENING SCHEDULES:	Tuesday through Thursday:	6:00pm– 10:00pm

For Full Time Schedules: Each student has a 30 minute break for lunch if attending 7 hours or more and two 30 minute breaks if attending a 12 hour day. Additional 10 to 15 minute breaks are given before and after lunch/dinner breaks, or as necessary.

For Part Time Schedules: Each student has a 15 minute break during afternoon and evening classes, time may vary.

### ALL COURSES–HOURS FOR TECHNICAL, PRACTICAL AND STATE BOARD CLASSES FOR STUDENTS:

Tuesday:	Technical (Lecture/Theory) Practical and Clinic Floor Technical (Lecture/Theory)	8:30am to 9:45am 10:00am to 5:00pm 6:00pm to 10:00pm
Wednesday:	Technical (Lecture/Theory) Practical and Clinic Floor State Board Class Practical and Clinic Floor State Board Class	8:30am to 9:45am 10:00am to 5:00pm 11:30am to 1:30pm 6:00pm to 10:00pm 6:00pm to 10:00pm
Thursday:	Technical (Lecture/Theory) Practical and Clinic Floor Practical and Clinic Floor	8:30am to 9:45am 10:00am to 5:00pm 6:00pm to 10:00pm
Friday:	Technical (Lecture/Theory) Practical and Clinic Floor	8:30am to 9:45am 10:00am to 5:00pm
Saturday:	Absentee Hours, Clinic Floor and Independent Study	8:30am to 5:00pm

## INSTRUCTIONAL STAFF

- Susan Ijames: Cosmetologist: 45yrs. / License #KC82976 Exp. 08-31-13  
Instructor: 43 yrs. License #I 5749  
Community College Credential 1985 for Life  
Vocational Education Teaching Credential #040157327 Exp. 06-01-14  
BPPE Director CERT #SMCN-48KKCB1999  
BPPE CERT COAFS #07-388508  
Esthetician & Manicuring Technical/Theory Instructor  
Instructional Hours: as needed (substitute)  
Compliance Administration Hours: 18 per week
- Terry Torres: Cosmetologist: 27 yrs. / License #KK174159 Exp. 01-31-13  
Instructor: 10 yrs.  
Cosmetology Jr. & Sr. Student Workshops – Practical & Theory  
Instructional Hours: 40 per week
- L. Prentice Walton: Cosmetologist: 40 yrs. / License #KK31757 Exp. 12-31-13  
Instructor: 39 yrs. License #I 6742  
BPPE CERT COAFS #06-386092  
Ryan Credential – Exp. 2012  
Manicuring Instructor – Cosmetology Jr. & Sr. Students  
Cosmetology State Board Instructor  
Instructional Hours: 40 per week
- Kathleen Lathrop: Cosmetologist: 21 yrs. / License #KK279615 Exp. 07-31-13  
Instructor: 19 yrs. License #95416  
BPPE CERT MHEG #4XET692001  
BPPE CERT COAFS #04-373277  
Freshman Instructor  
Instructional Hours: 40 per week
- Carmen Gallisaire Cosmetologist: 18 yrs. / License #KK343268 Exp. 06-30-13  
Instructor: 15 years  
BPPE CERT COAFS #05-381409  
Instructional hours: as needed (substitute)  
Office hours: 40 per week

## **INSTRUCTIONAL STAFF, cont.**

Tina Black: Esthetician: 29 yrs. / License #Z79029 Exp. 04-30-14  
Instructor: 9 years  
Make-Up Artist: 19 yrs.  
Esthetician Instructor & State Board Preparation  
Instructional Hours: 40 per week

Francesca Casey: Esthetician: 10 yrs. / License #Z75069 Exp. 08-31-13  
Instructor: 8 years  
Make-Up Artistry/Theatre and Television Industry  
Esthetician Instructor & State Board Preparation / Spa Merchandising  
Instructional Hours: 12 per week

Kimberlie Crites: Esthetician: 2 yrs. / License #Z86426 Exp. 10/31/13  
Instructor: 2 years  
Esthetician Instructor (substitute)  
Instructional Hours: as needed  
Office Hours: 30 per week

## **APPROVAL DISCLOSURE STATEMENT**

Although responsible for all related documentation, the State of California Department of Consumer Affairs - Bureau of Barbering and Cosmetology (DCA-BBC) does not currently grant approval to any postsecondary educational institutions. Torrance Beauty College was granted approval from the Bureau of Private Post-Secondary Education (BPPE), pursuant to the California Education Code, Section 94311. Re-approval to operate is granted based on prior standards and compliance of operations already in force, and conditions to continue same. BPPE approval means that the school and its operation and comply with the minimum standards set forth by the bureau. The following courses have BPPE approval:

COSMETOLOGIST	1600 Hours
ESTHETICIAN	600 Hours
MANICURIST	400 Hours

Torrance Beauty College awards a Diploma to students who complete the required course hours and operations as prescribed by the California State Board of Barbering and Cosmetology. Upon completion of the course and payment in full, graduates may apply to take the licensing examination.

The mailing address for the State of California, Department of Consumer Affairs is:

**Dept. of Consumer Affairs  
Board of Barbering & Cosmetology  
P.O. Box 944226  
Sacramento, CA 94244-2260  
(916) 574-7574**

Prospective students are able to visit the physical facility to discuss their personal educational and occupational objectives prior to enrollment. The school offers full-time and part-time classes as well offering the ability to attend as much as twelve (12) hours per day, up to fifty-two (52) hours per week on the days we are open for extended periods. All of our programs strive to meet the individual needs and schedules of the students.

## **COMPLAINT PROCEDURE**

Persons seeking to resolve complaints should first speak to the Instructor-in-Charge. If the complaint is not resolved, further action may be taken to the Administration Department, the Director, and if that is not sufficient, additional action may be made directly to:

Tiana Capper, President  
TORRANCE BEAUTY COLLEGE  
1978 W. Carson St.  
Torrance, CA 90501  
310-320-0404 Fax: 310-782-3650

Any decision will be made within ten (10) business days. If complainant is not satisfied then and only then can the complainant notify in writing to the following agencies:

**Dept. of Consumer Affairs  
Board of Barbering & Cosmetology  
P.O. Box 944226  
Sacramento, CA 94244-2260  
(916) 574-7574**

**NACCAS  
4401 Ford Avenue, Ste 1300  
Alexandria, VA 22302  
703-600-7600  
(school seeking accreditation)**

All information and content in this catalog is certified to be true and correct at time of printing.

## **STATEMENT OF EDUCATIONAL GOALS AND OBJECTIVES**

At Torrance Beauty College, our goal is to provide an atmosphere where the student can acquire the technical and practical training necessary to pass the licensing examination, become an asset to the cosmetology profession, and a responsible member of the community. We place emphasis on how to be successful in whatever area of cosmetology the student selects and how to create the life style desired by the student.

Objectively, this means hard work, dedication and practice on the part of the student. The degree of a student's success will depend upon the amount of effort expended by both the student and staff during the entire course.

In order to achieve this objective the school will do the following:

- 1) Maintain a skilled, qualified, motivated staff;
- 2) Maintain a comprehensive curriculum with emphasis on salon preparedness;
- 3) Model professionalism that will enable the student to develop the necessary skills in dealing with their clients and peers; and
- 4) Conduct the school in an ethical and educational environment.

## **STATEMENT OF EDUCATIONAL GOALS AND OBJECTIVES, cont.**

To help achieve this objective the student will:

- 1) Be on time and in class as scheduled;
- 2) Be appropriately dressed and in uniform;
- 3) Turn in assignments in a timely manner; and
- 4) Maintain timecards accurately and turn them in on time.

## **STATEMENT OF NON-DISCRIMINATION**

Torrance Beauty College does not discriminate on the basis of perceived or actual ethnic origin, race, color, religion, sex, age, disability, financial status, area of origin or residence in any of their admissions, instruction or graduation practices and policies in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1983 (pertaining to disability), and Age Discrimination Act of 1975 (pertaining to age).

## **STATEMENT OF NON-RECRUITMENT**

It is the schools policy not to recruit students attending a similar course of study.

## **ADMINISTRATIVE SERVICES**

Administrative services are available to students Tuesday through Friday 8:30am – 5:00pm. An appointment is preferred, but not always required.

Students requesting documents, written verifications, or authorizations must allow a minimum of 48 hours for request to be completed. Requests for Proof of Training, Pre-Applications and other documentation are by appointment only.

## **ADMISSION POLICY**

Applicants are admitted as regular students based on the following criteria:

- 1) At least age 17 with a high school diploma or higher; or
- 2) At least age 17 with a GED.

## **ADMISSION POLICY, cont.**

Students are not required to wear a special uniform or smock, but may if they choose. In any case, ALL students are required to wear all black colored clothing and shoes while on campus. Students are expected to be appropriately attired in such a manner befitting a professional in the cosmetology industry. This means clean and pressed if necessary, with no rips, tears or holes in the clothing, no exposure of abdomen, upper thighs, chest or bottom. Closed-toed shoes for safety are suggested when on the clinic floor. Hats or other head coverings can be worn when for religious purposes only. Gang-type attire or clothing printed with obscene language or pictures are not allowed on campus.

## **SOURCES OF FUNDING**

Adult Education: Torrance Beauty College is contracted with the Torrance Unified School District, who provides payment for tuition for all students who meet the Admissions Policy as described in this catalog.

Torrance Unified School District does not pay for any materials, equipment or supplies. At the time of this printing, the total cost to the student to start each class is as follows:

COSMETOLOGY:	\$750.00 - for Full Time: includes first month lab fee.
	\$650.00 - for Part Time: includes first month lab fee.
ESTHETICIAN:	\$1300.00 - for 16 week course *
MANICURING:	\$900.00 - for 12 week course *

ALL COSTS ABOVE INCLUDE MATERIALS (KIT) AND BOOKS.

\*If not completed within the scheduled time frame, additional monthly lab fees will apply.

All Cosmetology students must pay lab fees monthly. The first month lab fee is included with the costs shown above. Currently the lab fee is two hundred (\$200.00) dollars per month for full-time (25+ hrs. per week), one hundred (\$100.00) per month for part-time students, payable on the first school day of the month. There is no pro-ration of the fee for students who will only be attending for a portion of the month. Esthetician and Manicure students will be charged lab fees accordingly, if they have not completed the required course hours within the specified time frame.

Students must have paid any balance owed in full prior to receiving a Pre-Application or Proof of Training document which is necessary to take the State Examination or withdrawal from school.

The following agencies are available as additional sources of funding for students who qualify: Department of Rehabilitation, EDD and Los Angeles County Gain Programs.

## **SOURCES OF FUNDING, cont.**

Title IV Funding – At this time, Torrance Beauty College does not participate in Title IV Funding. Should Title IV Funding become available to students attending Torrance Beauty College, the schedule of Tuition and Fees is itemized on Page 17 of this catalog.

Private Funding - Students who do not qualify for Adult Education funds may contract with Torrance Beauty College according to the Tuition and Fees chart described in this catalog. Payment arrangements for private funding can be made with the Administration Department. Arrangements are reviewed and made on an individual basis.

## **GRADING SYSTEM**

Students receive grades in technical and practical classes, as well as in attendance. Attendance is graded based on the students scheduled hours of attendance. (see Attendance Policy). Technical grades are based on actual score.

The grading scale is as follows (see SAP for detailed explanation):

100% - 90%: A  
89% - 80%: B  
79% - 75%: C  
74% - 70%: D

## **ATTENDANCE POLICY**

Students must attend classes as scheduled at the time of enrollment. Student must maintain at least sixty-seven (67%) percent of their CONTRACTED time frame (see SAP Policy for detailed explanation).

All courses are offered full-time and part-time: therefore, the length of time for completion of a course is dependent upon attendance and quantity of hours required for that course. Please refer to the Course Descriptions included in this Catalog for more information about each courses required hours.

Leave of Absence: Students may experience extended personal, medical or other problems which make it difficult to attend class. This institution may allow a student under such circumstances to take a Leave of Absence, (LOA), from the program. Students needing an LOA for medical, health, welfare or travel must do so in writing whenever possible, but verbal requests are acceptable when necessary. A LOA may be obtained one (1) time during the contracted time frame. LOA's of ten (10) business days or less do not need documentation and no penalty or extension to time frame on Enrollment Agreement will be incurred. All requests for LOA must be submitted in advance of leave, and must be for a period of one hundred eighty (180) days or less. Students who fail to return from a LOA will be considered dismissed (dropped), as of the last class day of attendance prior to the start of the leave.

## **TRANSFER, COURSE CROSS-OVER, WITHDRAWAL AND RE-ENTRY POLICY**

Students who have attended, but not completed, a like course from another school may transfer their acquired hours with a Proof of Training from their previous school(s). A four hundred (\$400.00) dollar fee is required to transfer, which does not include any materials, equipment, books, uniform or nametag. The original, Proof of Training document must be provided by the student in order to determine the remaining hours needed to complete their course. All transferring students may receive tuition funds paid by T.U.S.D., as long as funds are available. In the event that funds from T.U.S.D. are no longer available, students will be charged at the rate of \$2.65 per hour, payable at the end of each week in accordance with the T.U.S.D and Torrance Beauty College, Inc.: Additional terms of transfer are as outlined below:

Transfer within the State of California: Students must obtain and bring a copy of their certified Proof of Training document along with a copy of their most recent timecard from their previous school.

Transfer from another state or country: Students contact the California BBC to request an evaluation of the training they have received in order to transfer any or all of their previously acquired hours. The BBC will issue a letter to the student to confirm or deny their request.

Students who are denied authorization from the BBC cannot be enrolled as Supplemental Students and must attend the complete course.

Course Transfers/Cross-Over: Students enrolled at Torrance Beauty College may change course of study upon request. If course change is approved, students will be charged four hundred (\$400.00) dollars, which does NOT include equipment (kit) and books. If applicable, a percentage of completed hours in the previous course will be transferred in accordance with the guidelines provided by the DCA, Board of Barbering and Cosmetology. A course cross-over is a licensed barber enrolling in the cosmetology course. Transfer fees are applicable as described above.

Withdrawal and Re-Entry: Students who have withdrawn or are terminated or left for any reason and would like to re-enter may request re-entry. All requests will be considered, and a decision will be provided to the student within ten (10) business days.

Students granted re-entry will be charged a two hundred (\$200.00) dollar reinstatement fee.

Students who have withdrawn or are terminated or left for any reason and do not wish to re-enter may request certification of hours completed (Proof of Training). Students must have paid in full for any costs incurred while enrolled, and must make appointment with Admissions to for completion review and final documentation preparation. There is a \$20.00 processing fee charged to the student for all completion or withdrawal (Proof of Training) documentation.

## **GRADUATION AND LICENSING REQUIREMENTS**

Students who have completed the course of study and required hours as prescribed by the BBC will be eligible to graduate. Students must have paid in full for any costs incurred while enrolled, and must make appointment with Admissions for completion review, final documentation preparation and to be awarded their diploma. The school will issue the necessary documents required by the BBC and will assist graduates, who are at least 17 years old, with the application paperwork as required to take the State Examination. There is a \$20.00 processing fee charged to the student for all completion (Proof of Training) documentation. Students requesting and qualifying for Pre-Application are charged a \$40.00 processing fee. Fees required by the State are not included and must be paid directly by the Student.

## **EMPLOYMENT COUNSELING SERVICES**

Students requesting assistance with job placement will be given information from industry-related employers requesting employees. Torrance Beauty College does not guarantee employment for students or graduates. Employment counseling is available to students at scheduled times, or students may request counseling when needed.

## **STUDENT FEEDBACK / REQUESTS**

It is our goal to provide our students with quality tools, training and service. We are very committed to making Torrance Beauty College a success, and communication is vital in achieving our goals. Students are encouraged to ask questions, make requests or suggestions. In order for us to appropriately review any comments and requests, it is recommended that it be in writing, except in emergencies. Your requests and feedback can remain anonymous and will be kept confidential. The mail slot located in the door at the Administration Department is for that purpose.

## **DRUG AND ALCOHOL-FREE POLICY**

In a good faith effort to comply with the Drug-Free Schools and Communities Act of 1989, Torrance Beauty College prohibits the unlawful possession, use, distribution, manufacture or dispensing of illicit drugs ("controlled substances"). The use and possession of, or intoxication by alcoholic beverages is also prohibited on the premises.

Employees or students who have problems with alcohol or controlled substances are encouraged to contact the Administration Staff for a referral to a counseling or treatment program.

## TUITION AND FEES

New students not participating in the Adult Education program through the Torrance Unified School District will be charged according to schedule of costs shown. For all courses identified below, tuition is based on eleven & 75/100's (\$11.75) dollars per hour, and will be billed on an individual basis pursuant to actual clock-hours. Please refer to Transfer and Re-Entry Policy in this Catalog for information on fees for transfer and re-entry students.

### **COSMETOLOGY: 1600 HOURS**

TUITION	\$18,800.00
REGISTRATION FEE	\$75.00
KIT EQUIPMENT AND SUPPLIES	\$995.00
BOOKS	\$300.00
UNIFORM	\$50.00
<b>TOTAL COSMETOLOGY COURSE:</b>	<b>\$20,220.00</b>

### **ESTHETICIAN: 600 HOURS**

TUITION	\$7,050.00
REGISTRATION FEE	\$75.00
KIT EQUIPMENT AND SUPPLIES	\$995.00
BOOKS	\$300.00
UNIFORM	\$50.00
<b>TOTAL ESTHETICIAN COURSE:</b>	<b>\$8,470.00</b>

### **MANICURING: 400 HOURS**

TUITION	\$4,700.00
REGISTRATION FEE	\$75.00
KIT EQUIPMENT AND SUPPLIES	\$995.00
BOOKS	\$300.00
UNIFORM	\$50.00
<b>TOTAL MANICURING COURSE:</b>	<b>\$6,120.00</b>

Equipment and supplies do not include pens, pencils, paper, etc.

## **TUITION AND FEES, cont.**

### **LAB FEES – DISPOSABLE SUPPLIES**

Each student must pay lab fees, (useable, disposable materials), monthly. Currently the lab fee for Cosmetologists is two hundred (\$200.00) dollars per month for full-time (25+ hrs. per week), one hundred (\$100.00) per month for part-time, payable on the first school day of the month. Esthetician and Manicurists pay one hundred (\$100.00) per month if they have not completed required hours within initial time frame as stated on their Enrollment Agreement. There is no grace period or pro-ration of the fee for students who attend a portion of the month.

### **COURSE TRANSFERS/CROSS-OVERS**

Student may request to change their course of study after enrollment. The fee, which does NOT include the equipment (kit) and books, is four (\$400.00) hundred dollars. If applicable, completed hours in the previous course will be transferred in accordance with the guidelines provided by the DCA, Board of Barbering and Cosmetology.

### **TRANSFERS**

All students transferring from other schools to complete their hours are charged a fee of four (\$400.00) hundred dollars. This fee does not include any materials, equipment, books, uniform or nametag. Supplemental students may receive tuition funds paid by T.U.S.D., as long as funds are available. In the event that funds from T.U.S.D. are no longer available for Supplemental Students at any time during their contracted time frame for their course of study, students will be charged at the rate of \$2.65 per hour, payable in advance of start in accordance with the T.U.S.D and Torrance Beauty College Contract for Vocational Education of July 1, 2012.

### **EXPIRED COMPLETION TIME**

Upon enrollment, students are given specific time frames to complete the course, in accordance with stated times for attendance. Students who do not complete their course in the time frame outlined are required to request updated completion dates. It is the responsibility of the student to keep track of completion dates and request extension of time. Extensions will be granted if student has: a) requested a LOA, b) maintained SAP; and c) have no outstanding balance of other monies owed to Torrance Beauty College. Students who do not request an extension, or do not qualify for an extension are required to pay for remaining hours at the rate of \$2.65 per hour.

### **OFF-CAMPUS FIELD TRIPS**

Students may receive class hours for Torrance Beauty College approved off-campus field trips, seminars, contests or exhibitions. Students must request to attend in advance and provide proof of attendance to receive credit.

## TUITION AND FEES, cont.

ITEM	AMOUNT	DESCRIPTION
Cosmetology: Kit 1 & Book (Required)	\$850.00	All New Students
Cosmetology: Kit 2 (Optional)	\$500.00	400 hours + Junior and Senior Level Students
Cosmetology: Kit 3 (Optional)	\$500.00	Skin Care & Nail Care Segments (Juniors & Seniors)
Esthetician (16 wk course): Kit & Books	\$1,300.00	New Students — *Must Complete in 16 Wks.
Manicuring (12 wk course): Kit & Books	\$900.00	New Students — *Must Complete in 12 Wks.
Lab Fees for Disposable Supplies (F-T)	\$200.00	All Students 25/+ Hrs. Per Month / No Pro-ration
Lab Fees for Disposable Supplies (P-T)	\$100.00	All Students 24/- Hrs. Per Month / No Pro-ration
Transfer Fee (Other schools w/P.O.T.)	\$400.00	Does Not Include Any Materials
Reinstatement Fee	\$200.00	Existing Students with Extended Absence
Completion Fee	\$20.00	Proof of Training for BBC Test Application
Withdrawal Fee	\$20.00	Proof of Hours/Training when Withdrawing
Pre-Application Fee	\$40.00	Pre-Application for BBC Test Date
Cross-Over Fees (Changing/Adding Course)	\$400.00	Existing Students - Does Not Include Materials
Apron	\$35.00	Each
Nametag	\$5.00	Each (included w/New Student kits)
Course Textbooks	\$150.00	Each Set (included w/New Student kits)
Expired Completion Time	\$2.65	Per Hour for Incomplete Student Hours
Returned Checks	\$25.00	Each Occurrence
<b>ALL PRICES WERE CURRENT AT TIME OF PRINTING. PRICES MAY BE SUBJECT TO CHANGE.</b>		
*If course hours are not complete within required time frame, additional lab fees will be charged, as noted.		

## RIGHT TO PRIVACY

The Family Educational Rights and Privacy Act of 1974, (FERPA). FERPA is a Federal law designed to protect the privacy of a student's educational records. Adult students, parents and/or legal guardians of dependant minor students, State, federal or authorized agencies have the right to inspect, review and challenge information contained in personal records. Educational records are defined as files, materials and documents which contain information directly related to a student and maintained by the school. Written consent is required before educational records may be disclosed to a third party, with the exception of State and/or Federal agents and school district personnel. Copies of records must be requested in writing and provide the necessary documents such as release forms. Any inquiries or complaints should be made to the Director of the school. It is requested that at least a twenty-four (24) hour notice be given by anyone requesting to access student records.

## **RIGHT TO PRIVACY, cont.**

Torrance Beauty College also provides access to student and other school records to NACCAS (National Accrediting Commission of Cosmetology Arts and Sciences).

If you have any questions about FERPA, or if you have problems in securing your rights under the Act, you may call or write to the agency shown below:

**Family Policy Compliance Office  
Department of Education  
400 Maryland Avenue, S.W., Room 3017  
Washington, DC 20202-4605  
Telephone: (202) 401-2057**

It is your responsibility to keep copies all of your papers to expedite recovery of your hours.

Parents and/or legal guardians of dependant minor students and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent/legal guardian or eligible student then has the right to a formal hearing at the student's expense. After the hearing, if the school still refuses the correction, the parent/legal guardian or eligible student has the right to place a statement in the records commenting on the contested information in the records.

**ALL STUDENT RECORDS ARE MAINTAINED IN A SECURE AREA FOR FIVE (5) YEARS.**

Students requesting copies of their non-active records need to apply, in writing, listing their social security number, last date of attendance, and the course of study. There is a Twenty-five (\$25.00) Dollar charge for records that are over one (1) year old. Forms from other states or agencies that need notarizing will be charged an additional fee of twenty-five (\$25.00) dollars. Records are not available after five (5) years. Please allow two (2) weeks to obtain records.

In addition to FERPA, Torrance Beauty College has adopted procedures in responding to telephone inquiries regarding any student. No information is verbally given to anyone calling to speak with or inquire about a specific student's attendance. In the case of emergency, information from the caller is taken and provided to the student, if in attendance on that day. It is the student's option to respond or ignore telephone inquiries. Students are verbally and by this reference, advised that personal calls on business lines are not allowed.

Torrance Beauty College does not publish directory information on any student.

## REFUND POLICY

1. **Non-Acceptance** – An applicant not accepted by the school shall be entitled to a refund of all monies paid.
2. **Cancellation Notice** - If a student (or, in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment within five business days following the first class session, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on the written notification or the date said information is delivered to the school administrator in person. The policy applies regardless of whether or not the student has actually started training.
3. **Student Cancellation** – The student has the right to cancel an enrollment agreement until midnight of the fifth business day\* following the first day of class. Cancellations shall occur when the student gives written notice of cancellation to the school at the address specified in the agreement. The school shall refund any amount paid by the student within 30 days after it receives the notice of cancellation. If the school gave the student any equipment \*\*, the student shall return the equipment within 30 days following the date of notice of cancellation. If the student fails to return the equipment within this 30-day period, the school may retain its documented cost for the equipment from a refund due to the student. The school shall refund any amount exceeding the documented cost of the equipment within 30 days after the period within which the student is required to return the equipment. The student may retain the equipment.\*\*\*

\*Business day means a day on which that student is scheduled to attend a class session.

\*\*Equipment includes textbooks, supplies, materials, tools, machinery, computers, electronic devices, or any other goods related to the agreement for the course of instruction.

\*\*\*Used or opened prepackaged equipment may not be returned due to sanitary reasons.

4. **Student Withdrawal & Refund** – A student has the right to withdraw from a course of instruction at any time and pay only for his/her enrollment time, registration fee and retained equipment costs. If a student withdraws from the course of instruction after the period allowed for cancellation of the agreement, the school will remit a refund less a registration fee not to exceed \$75 within 30 days following the student's withdrawal. The student is obligated to pay only for educational services rendered, unreturned equipment and other nonrefundable fees. If a student withdraws per California Education Code, Section 94318.5(e) prior to completion of the course he/she is enrolled in, the refund shall be the amount the student paid for instruction multiplied by a fraction, the numerator of which is the number of scheduled hours of instruction which the student has not received but for which he/she has paid, and the denominator of which is the total number of hours of instruction for which he/she has paid. If the student obtains kit, as specified in the agreement as a separate charge, and returns it, in unopened, unused "good condition" within 30 days following the date of his/her withdrawal, the school shall refund the charge for the kit paid by the student (opened and used kits cannot be returned). If the student does not return the unused kit within this 30-day period, the school may offset against the refund the documented cost to the school of that kit. The student shall be liable for the amount, if any, by which the documented cost of the kit exceeds the prorated refund amount.

## REFUND POLICY, cont.

**Student Withdrawal & Refund, cont.** Enrollment time is defined as the scheduled hours of course instruction between the actual starting date and the last day the student physically attended class. Hours of instruction is defined as forty hours per week for a full time student, twenty-five hours per week for a part time student and/or as defined in the contract.

**5. Termination of Enrollment** – A student's enrollment will be terminated by the school when:

- The student notifies the school of his/her withdrawal
- The student fails an academic probation or violates the school's rules and policies.
- The student is absent for fourteen (14) consecutive calendar days. The fifteenth (15<sup>th</sup>) day then constitutes the termination date.
- The student fails to return from an approved Leave of Absences on the scheduled date of return, as documented in the student's file. The scheduled date of return constitutes the formal termination date. The date of withdrawal shall be the earlier of the date of expirations of the leave of absence or the date the student notifies the institution that they will not be returning or the date the student is expelled by the school.

*NOTE:* The time elapsed between the last day of physical attendance and the termination date and any approved Leaves of Absence will not be included in the refund computation.

**6. School Closing/Course Cancellation** - If a school is permanently closed and no longer offers instruction after the student enrolled; the student shall be entitled to a pro-rata refund of tuition. If a course is cancelled subsequent to a student's enrollment, the school shall at its option:

(a) Provide a full refund of all monies paid or (b) Provide completion of the course.

If a student is granted a Leave of Absence and fails to return, then a refund will be issued as if no Leave of Absence had been granted. Students who fail to return will be terminated.

This policy also applies to students who have never actually started training. In this case, the school may provide completion of the course at a mutually agreeable location or provide a full refund of all monies paid. If the student has started training and the course is cancelled, at a minimum, the student's refund must comply with the tuition adjustment schedule or the school may provide a more favorable refund to the student.

**7. Other Settlement** – In case of illness, disabling accident or death in the immediate family or other circumstances beyond the control of the student, the school shall make a settlement, with the student, which is reasonable and fair to both.

**8. Application of Refund** - If any portion of your cost of 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, according to the order of priority provided in federal regulations. Any amount remaining shall be paid to the student.

## REFUND POLICY, cont.

- 9. Notice of Refund to Student** - Within 10 days of the day on which the refund is made, the institution shall notify the student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the entity to which the refund was sent. In the event a student receives a refund check and subsequently misplaces the refund check or otherwise requires a reissued refund check, the school will reissue the refund check, less the \$50 reissue fee to cover the costs of processing a new check and canceling the initial check.

### Hypothetical Refund Example (according to the state pro-rata policy)

Assume that a student, upon enrollment in a 1,600-hour course, pays \$16,000.00 for tuition, \$75.00 for registration and \$1,575.000, (documented cost to the school) for equipment as specified in the enrollment agreement and has attempted 600 scheduled hours at the time of withdrawal, without returning (due to sanitary reasons) the equipment he/she obtained. The prorated refund to the student would be \$10,000.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in good condition within 45 following his/her withdrawal, the school would refund the charge for the equipment returned.

Total Paid	\$17,650.00
Less Registration Fee (non-refundable)	(-) \$75.00
Less cost of Equipment (not returnable)	(-) \$1,575.00
Equals Amount Paid for Instruction	\$16,000.00
Tuition Cost	\$16,000.00
Hours in the course	1600
Hourly charge	\$6.00
Paid for Instruction	\$16,000.00
Scheduled Hours Attempted	600
Tuition owed 600 x \$10.00	\$6,000.00
Refund due	\$10,000.00

## SATISFACTORY ACADEMIC PROGRESS (SAP)

STANDARDS: This school requires students to maintain SAP as defined below:

1. Maintain a cumulative academic grade point average of "C" or better on written and practical tests, on assigned work projects, and;
2. Maintain an average attendance of not less than sixty-seven (67%) percent.  
*EXAMPLE: A student scheduled to attend 20 hours per week must have attended 13.4 hours per week to be attending 67% of the time. A student schedule to attend 30 hours per week must attend 20.1 hours per week to be attending 67% of the time.*
3. A student must complete their course within one hundred and fifty (150%) percent times the length of the contracted time.  
*EXAMPLE: A student scheduled to complete a course of study within 40 weeks must have completed the course within 60 weeks.*  
 A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave. Students will return at the same status at which he or she departed.
4. Regardless of the average attendance, a student who is absent fourteen (14) consecutive days will be terminated. This applies to all students except those who have properly requested a Leave of Absence.

ACADEMIC GRADE SCALE:	100% - 90%:	A
	89% - 80%:	B
	79% - 75%:	C
	74% - 70%:	D

EVALUATION PERIODS: Formal (written) evaluations are given for each of our courses at the intervals shown below:

COURSE	QUANTITY	LEVEL I	LEVEL II	LEVEL III
Cosmetology	3	400/Freshman	800/Mid-Point	1200/Senior Level
Esthetician	2	100/Freshman	450/Senior	
Manicuring	2	100/Freshman	240/Senior	

Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory progress until the next scheduled evaluation.

PROBATION: Students who fail to maintain SAP during a given evaluation period will be placed on probation until the next evaluation period. Student will be required to be making SAP during the probation period. Students who do not meet SAP while on probation will not remain eligible for financial aid and will become responsible for the remaining tuition. Students who meet SAP during the probation period will be removed from probation and remain eligible for financial aid. Financial aid may be reinstated after the student has achieved SAP in accordance with the standard listed above.

## **SATISFACTORY ACADEMIC PROGRESS (SAP), cont.**

APPEAL PROCEDURE: Students who wish to appeal the decision that they are not making SAP must submit a written request to the institutions administrator. The letter should be received within five (5) days of termination and must describe any circumstances related to the students' academic standing which the student believes deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame (approx. 5 to 10 days) and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame, (approx. 5 to 10 days.) The decision of the committee shall be final. If the student prevails upon appeal, he or she will be reinstated and financial aid will be reinstated accordingly.

Course incompletes, repetitions and non-credit remedial courses do not apply.

**BE SURE TO READ AND ASK QUESTIONS IF YOU DO NOT UNDERSTAND THIS POLICY.**

## **OUTCOME RATES**

Compilations of our 2011 student records were used to calculate the outcome rates shown below:

Completion: 87%

Licensure: 74%

Placement: 66%

NEW ATTRITION RATE: Of the 126 students who enrolled during the fiscal school year July 2010 through June 2011: 35 completed the course; 25 dropped out; and 4 are inactive, added to the active students who enrolled in 2011, but still haven't completed the course, there are now 128 that are still enrolled in May, 2012.

PASS RATES: The California BBC has compiled and provided the following Pass Rate percentages are for all courses combined (school total) during the 2011 school year, .

1 <sup>st</sup> Quarter	-	2011:	73% Practical 50% Written
2 <sup>nd</sup> Quarter	-	2011:	73% Practical 34% Written
3 <sup>rd</sup> Quarter	-	2011:	82% Practical 43% Written
4 <sup>th</sup> Quarter	-	2011:	79% Practical 48% Written

## **CAMPUS POLICIES AND REGULATIONS**

All students are required to read, sign and are provided with a copy of the Campus Policies and Regulations, shown below:

Classroom & Clinic Floor Cleanup: All students must keep the stations clean after use and customer service. Approximately 15 minutes before leaving campus, students must help to clean up the classroom and/or customer service area. There should be no cups & trash on tables or floor. All unused customer service products or equipment must be returned to the dispensary. Be sure all electric equipment has been unplugged and put away. Magazines need to be returned to the reception area. Put all soiled towels in laundry chute. Students using the sanitation and disinfection stations need to remove disinfected utensils, etc. at the end of each class. Notify your instructor for assistance with preparation of disinfectant.

Equipment: Students are responsible for their own equipment. Since most students have identical kits, it is recommended that you use a unique identifying marking, (i.e., initials, colored dots), so you will not confuse your equipment with that of another student's. **TORRANCE BEAUTY COLLEGE IS NOT RESPONSIBLE FOR LOST OR STOLEN EQUIPMENT OR PERSONAL BELONGINGS.** Be sure to keep your personal possessions in a safe place.

Eating: Food and snacks are prohibited in class or clinic areas. The lunchroom and picnic area is available for breaks, lunch or dinner. Beverages are permitted in class, but cups, cans & bottles must be discarded when finished. The lunchroom refrigerator is available for use, but it must be kept clean and sanitary. Be sure to remove your food daily so it won't spoil or be eaten by others.

Parking: The back lot (by the back door) is for CUSTOMER SERVICE CUSTOMERS ONLY! NO STUDENT PARKING IS PERMITTED IN THAT SECTION. The lot on the east side of the building is available for students, (with the exception of the two places on the north east wall – where it says "No Parking"). If the lot is FULL, street parking is allowed on residential areas. **PLEASE BE RESPECTFUL OF THE NEIGHBORHOOD. LOUD MUSIC, EXCESSIVE NOISE, TRASH DISPOSAL (LITTERING) IS PROHIBITED.** Torrance Beauty College does not have handicap only parking access. The parking lot on the other (west) side of Gramercy is PRIVATE and students using that lot are SUBJECT TO TOW AWAY. Lineal parking next to trash receptacles is reserved for instructors. Park at your own risk, Torrance Beauty College is not responsible for personal property, lost, stolen or damaged while you are on campus.

Uniforms: students are not issued uniforms. All students are required to wear ALL BLACK colored clothing and shoes. If a student is not in appropriate attire or not wearing black, they will be given one warning and may remain on campus. If the student fails to wear appropriate attire or black clothing a second time, they will be asked to change into appropriate clothes and may return to school. Students who habitually refuse or forget to wear appropriate attire will be sent home for day. Nametags are provided for all students. See receptionist if you need to purchase a replacement nametag.

## **CAMPUS POLICIES AND REGULATIONS, cont.**

Towels and Laundry: Soiled linens need to be put in laundry chute located near reception area/shampoo bowls. Do not store towels in station cubbies. Use only what you need, and remove from station area when finished. Esthetician instructors are responsible for their own laundry. Hampers are provided in the esthetician room, for weekly or bi-weekly washing of towels and linens. Esthetician laundry must be washed separately.

Time Cards and Sign In Sheets: **Time cards must remain on premises at all times.** Timecards are weekly, Tuesday – Saturday. New cards must be used each week, regardless of what day of the week you come first come to class. All timecards are kept in the rolling baskets at the front desk. Students will be given a color-coded file folder (yellow for cosmetology, red for esthetics and blue for manicuring), to keep each weekly timecard in. Folders and timecards are separated by course and schedule, and alphabetized. New blank timecards are available at the front desk. Students must remain on campus when clocked in, except when taking breaks not exceeding one-half (½) hour. All students must have their instructor initial their timecard daily to ensure proper credit is given for any service, technical or practical work completed that day. If your instructor is not available when you clock out, see the Clinic Floor Supervisor. Students will not be given credit for hours without instructor's initials. Failure to use time-clock may result in disciplinary action. All students must sign-in at front desk "Sign-in Sheet". From time to time, instructors may request students sign additional sign-in sheets in order to assist with roll-calls for attendance.

Torrance Beauty College does not enforce a "tardiness" policy. Students do not need to call to notify instructors or office personnel of tardiness or request to be excused for absences that may occur from time to time.

Saturday classes may be used for students needing to make up time missed for absences.

It is our goal to provide our students with quality tools, training and service. We are very committed to making Torrance Beauty College a success, and communication is vital in achieving our goals. Students are encouraged to ask questions, make requests or suggestions. In order for us to appropriately review any comments and requests, it is recommended that it be in writing, except in emergency situations. Thank you for your anticipated cooperation.



**NOTICE OF CANCELLATION**

TO THE STUDENT: You have the right to cancel the Enrollment Agreement (Contract) for this course of instruction at any time prior to your first attendance of class up to but not later than midnight of the FIFTH (5<sup>th</sup>) \*BUSINESS DAY after the day on which you ATTENDED THE FIRST CLASS of the course.

A student may cancel this Agreement at any time by notifying the school in writing, delivered by either U.S. mail or faxing the cancellation notice included in the pre-enrollment package. If you cancel the course within ten (10) business days of your scheduled start date and have not received your materials, books and uniform, a full refund will be issued within thirty (30) days from date of cancellation notice. Payments by credit or debit card will be refunded to card, but may require additional time for verification of receipt of payment. If you cancel, or are terminated for any reason after receiving your books, uniform and equipment, there is no refund as all materials are classified as used, and unsanitary for returning. Student's who have received but not paid for their materials in full, and wish to cancel, are not relieved of the obligation to pay all outstanding monies due. Should collection action become necessary, the student is responsible for all additional charges incurred, including but not limited to legal fees and court costs, as needed in order to collect the debt.

\* BUSINESS DAY means a day on which the student is scheduled to attend a class session.

\*\* EQUIPMENT includes all textbooks, supplies, products, materials, implements, tools, machinery or any other goods related to the Agreement during the course of instruction.

**REMEMBER: ALL CANCELLATIONS MUST BE IN WRITING.  
CANCELLATIONS BY PHONE ARE NOT ACCEPTED.**

**TO CANCEL YOUR ENROLLMENT AGREEMENT TO ATTEND TORRANCE BEAUTY COLLEGE, YOU MUST MAIL, DELIVER OR FAX A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE BY MIDNIGHT ON \_\_\_\_\_.**

*(FOR OFFICE USE ONLY)*

In writing: Torrance Beauty College  
1978 W. Carson St.  
Torrance, CA 90501

By FAX: 310-782-3650

I, \_\_\_\_\_, wish to cancel my Enrollment Agreement  
*(please print name as it appears on Agreement)*

to attend Torrance Beauty College, effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

*(day)*

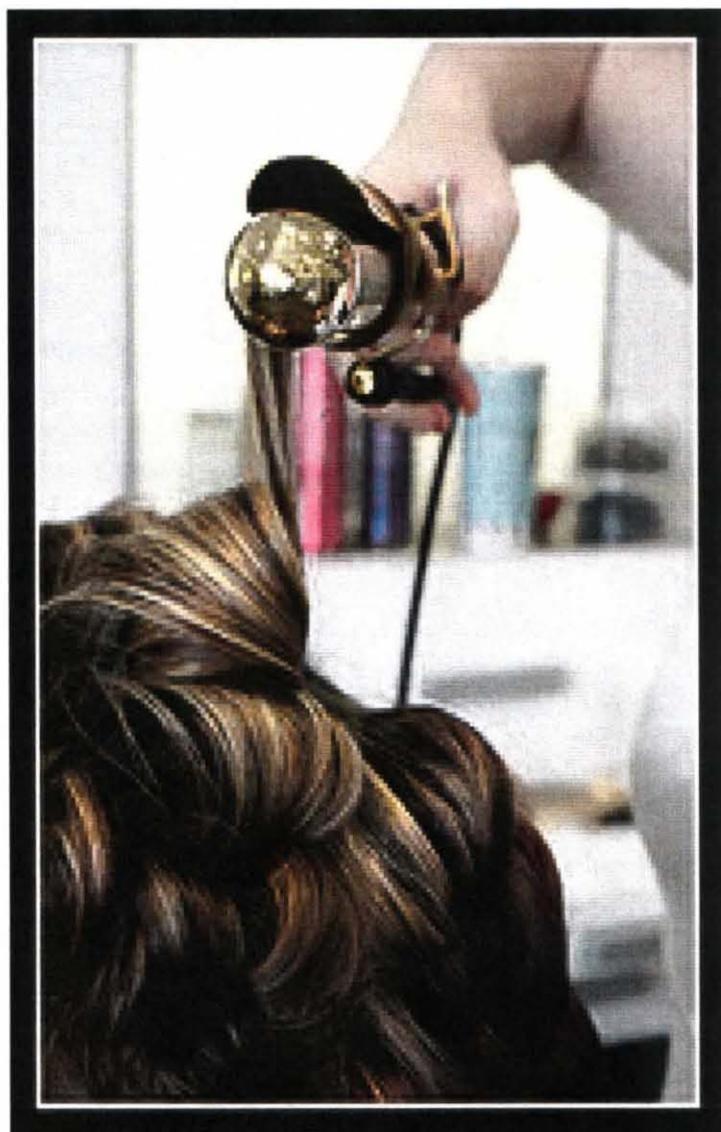
*(month)*

*(year)*

\_\_\_\_\_  
Student signature / or / parent or guardian.

# Courses of Study

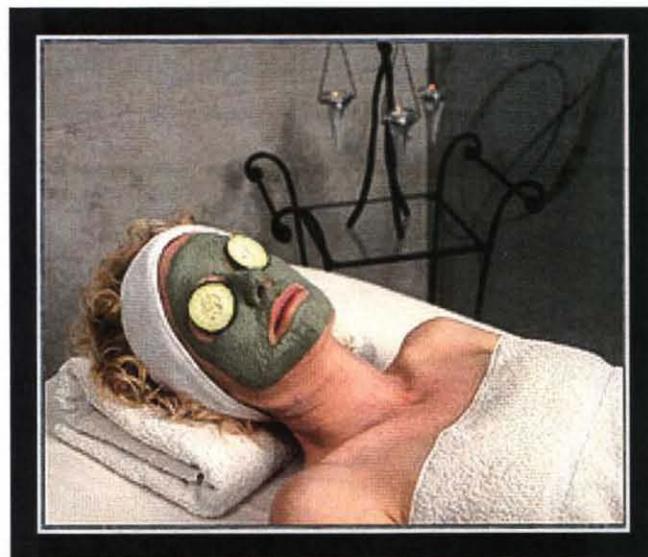
*T*arrance  
Beauty College



## Cosmetology



## Manicuring



## Esthetics

## **COSMETOLOGY COURSE OUTLINE**

Cosmetology is a 1,600 hour course. The contracted time frame is 12 months for full time and 24 months for part time. The course has instruction in all phases of hair, skin care and nails. Classes are open entry/exit as schedules are on a rotating basis. The course consists of both technical and practical classes that are designed to promote self-esteem, appropriate employer/employee relations, effective communication skills and prepare students to enter the job market.

### **Course Goals and Objectives:**

The purpose of attending Torrance Beauty College is to prepare the student to pass the BBC examination and become gainfully employed. Students will be given a mock board test during the fourth evaluation period consisting of a written test as well as a practical skills test. Students must pass both tests with a score of 75% or better. Students who do not pass in any one area will be given remedial classes to enable the student to pass the next examination. Students may want to furnish a model for the practical skills portion of the mock board. The technical classes on salon management and rules and regulations will help prepare the students for joining the work force.

### **Course Format:**

Technical classes consist of lectures, videos, demonstrations or guest speakers and comprise a minimum of ¼ of the training. Technical classes cover the BBC requirements concerning the principles and practices of Cosmetology. Salon management classes cover the Barbering and Cosmetology Act, BBC Regulations and laws and agencies concerning social security, disability, federal and state taxes and other administrative requirements necessary to operate a cosmetology establishment. Practical classes consist of working on clients, other students and manikins.

### **Course Material:**

- Required Text - SALON FUNDAMENTALS FOR COSMETOLOGY by Pivot Point  
NIC Bulletins \$5.00 or download from [www.nictesting.org](http://www.nictesting.org)  
Barbering and Cosmetology Act/Rules and Regulations
- Student Resources - Hand-outs and Audio/Visual Library  
Technical Material Library  
Monthly publications; (i.e. Modern Salon, The American Hairdresser, Shop Talk, etc.)
- Instructor Resources- Audio/Visual Library  
Demonstrations from manufacturers  
Guest speakers  
Technical Material Library

## **COSMETOLOGY TECHNICAL CLASS SCHEDULE**

Required Text: Salon Fundamentals by Pivot Point (included with kit purchase);  
The Cosmetology Act\*; Board Rules and Regulations\*.

\*Available online at [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) or purchased at the Reception Desk for \$10.00.

### **Learning the Trade**

Hairstyling:	Principles of hairstyling to include structure, growth, and development of hair; Wet, electrical and thermal styling; Scalp and hair treatments; and Shampoos and conditioners.
Chemical Texturizing:	Acid and alkaline permanents - How hair is chemically altered; Straighteners - base/no base and lye/no lye - How the hair is altered; and Soft curls.  Haircolor – Lighteners: Basic principles of color to include temporary, permanent and semi-permanent color; Chemical composition and effect on the hair; and Properties and uses of hydrogen peroxide and lighteners.
Haircutting:	Principles and techniques of cutting; Elevations and design lines.
Facials:	Principles of facials to include methods, types, products and equipment; chemical peels; Electricity in skin care - How electricity effects the body (heart/nerves) EAD and CPR; Hair removal - depilatories, waxing and tweezing; and Chemistry of Make-up.
Manicuring:	Principles of manicures and pedicures; Chemicals used; and Sanitation and disinfection of spas & tubs.

### **Establishing and Managing a Career**

	Cosmetology Act: Required licensing; booth rental vs. commission (compensation); IRS; salon management (who's in control?); salon options (home, mobile unit, etc.); and basic business ethics and management.
Board Rules and Regs:	Licensing issues (suspended etc.), fines, requirements for licensure; Focus on Article 12.  Health and Safety: FDA, EPA, OSHA and MSDS; Safe handling including use and storage of chemicals and hazardous materials; Prevention and first aid for chemical injuries; Basic principles of chemistry: pH scale, chemical composition of products for hair, skin, and nails; Basic principles of electricity: use of electrical equipment for hair, skin and nails; Bacteriology and communicable diseases (Article 12).
Anatomy/Physiology:	Disinfection/Sanitation: Methods and levels of disinfection; Chemicals and procedures for implementation (Article 12).  Cells, bones, muscles, nerves and blood.

## **CURRICULUM FOR COSMETOLOGY COURSE**

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

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

(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

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

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

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

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

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

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

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

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

## **CURRICULUM FOR COSMETOLOGY COURSE, CONT.**

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

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

#### (A) Laws and Regulations (20 Hours of Technical Instruction):

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

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

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

#### (C) Disinfection and Sanitation (20 Hours of Technical Instruction):

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

#### (D) Anatomy and Physiology (15 Hours of Technical Instruction):

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

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

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

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

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

## **CURRICULUM FOR COSMETOLOGY COURSE, CONT.**

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

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

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

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

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

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

(B) Artificial Nails and Wraps (25 hours Technical Instruction and 120 (nails) Practical Operations): Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs

(C) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.

When licensed, a cosmetologist can expect to work in the following areas of the industry:

- Hair Stylist
- Hair Color Technician
- Perm Technician
- Scalp and Hair Specialist
- Facial Technician
- Make-Up Artist
- Manicure Specialist
- Pedicure Specialist
- Salon Manager
- Salon Supervisor
- Salon Owner
- Manager at Salon, Salon Chain Store or Salon in Department Store

## **ESTHETICIAN COURSE OUTLINE**

### Course Description:

Esthetics is a 600 hour course. The contracted time frame for this course is 6 months for full time and 12 months for part time. The course has instruction in all phases of skin care, make-up and temporary hair removal. Classes are open entry/exit as schedules are on a rotating basis. The course consists of both technical and practical classes that are designed to promote self-esteem, appropriate employer/employee relations, effective communication skills and prepare students to enter the job market.

### Course Goals and Objectives:

The purpose of attending Torrance Beauty College is to prepare the student to pass the BBC examination and become gainfully employed. Students will be given a mock board test during the fourth evaluation period consisting of a written test as well as a practical skills test. Students must pass both tests with a score of 75% or better. Students who do not pass in any one area will be given remedial classes to enable the student to pass the next examination. Students may want to furnish a model for the practical skills portion of the mock board. The technical classes on salon management and rules and regulations will help prepare the students for joining the work force.

### Course Format:

Technical classes consist of lectures, videos, demonstrations or guest speakers and comprise a minimum of ¼ of the training. Technical classes cover the BBC requirements concerning the principles and practices of Cosmetology. Salon management classes cover the Barbering and Cosmetology Act, BBC Regulations and laws and agencies concerning social security, disability, federal and state taxes and other administrative requirements necessary to operate a cosmetology establishment. Practical classes consist of working on clients, other students and manikins.

### Course Material:

- |                       |                                                                                                                                                                                                             |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Required Text -       | SALON FUNDAMENTALS FOR ESTHETICS by Pivot Point<br>NIC Bulletins: \$5.00 or download from <a href="http://www.nictesting.org">www.nictesting.org</a><br>Barbering and Cosmetology Act/Rules and Regulations |
| Student Resources -   | Hand-outs and Audio/Visual Library<br>Technical Material Library<br>Monthly publications; (i.e. Modern Salon, The American Hairdresser, Shop Talk, etc.)                                                    |
| Instructor Resources- | Audio/Visual Library<br>Demonstrations from manufacturers<br>Guest speakers<br>Technical Material Library                                                                                                   |

## **ESTHETICIAN TECHNICAL CLASS SCHEDULE**

Required Text: Salon Fundamentals by Pivot Point (included with kit purchase);  
The Cosmetology Act\*; Board Rules and Regulations\*;

\*Available online at [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) or purchased at the Reception Desk for \$10.00.

### **Learning the Trade**

Facials: Methods, types, products, equipment, chemical peels, electricity in skin care, EAD, CPR, how electricity affects the body (heart/nerves).

Hair removal: Depilatories, waxing and tweezing. Shapes of brow, eyes and face.

Make up: Color theory, Chemistry of products, Face shapes, Corrective and camouflage.

### **Establishing and Managing a Career**

Cosmetology Act: Required licensing; booth rental vs. commission (compensation); IRS; salon management (who's in control?); salon options (home, mobile unit, etc.); and basic business ethics and management.

Board Rules and Regs: Licensing issues (suspended etc.), fines, requirements for licensure; Focus on Article 12.

Health and Safety: FDA, EPA, OSHA and MSDS; Safe handling including use and storage of chemicals and hazardous materials; Prevention and first aid for chemical injuries; Basic principles of chemistry: pH scale, chemical composition of products for hair, skin, and nails; Basic principles of electricity: use of electrical equipment for hair, skin and nails; Bacteriology and communicable diseases (Article 12).

Disinfection/Sanitation: Methods and levels of disinfection; Chemicals and procedures for implementation (Article 12).

## **CURRICULUM FOR ESTHETICIAN COURSE**

(a) The curriculum for students enrolled in a skin care course shall consist of six hundred (600) hours of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.

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

(1) 350 Hours of Technical Instruction and Practical Training in Facials. The required subjects of instruction in Facials shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

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

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

(2) 15 hours of Technical Instruction in Preparation. The subject of Preparation shall include, but not be limited to the following issues:

(A) Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.

(3) 200 Hours of Technical Instruction in Health and Safety. The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction for each subject-matter as follows:

(A) 10 hours of Technical Instruction in Laws and Regulations:

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

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

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

## **CURRICULUM FOR ESTHETICIAN COURSE, CONT.**

(C) 10 hours of Technical Instruction in Disinfection and Sanitation:

The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

(D) 15 Hours of Technical Instruction in Anatomy and Physiology:

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

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

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

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

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

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

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

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

When licensed, an esthetician can expect to work in the following areas of the industry:

- Facial Technician
- Make-Up Artist
- Salon Owner
- Product Representative
- Spa Owner
- Cruise Ships – and – Resorts
- Medical Offices (Dermatology and Plastic Surgery)

## **MANICURING COURSE OUTLINE**

### Course Description:

Manicuring is a 400 hour course. The contracted time frame is 3 months for full time and 6 months for part time. The course has instruction in all phases of manicuring and pedicuring. Classes are open entry/exit as schedules are on a rotating basis. The course consists of both technical and practical classes that are designed to promote self-esteem, appropriate employer/employee relations, effective communication skills and prepare students to enter the job market.

### Course Goals and Objectives:

The purpose of attending Torrance Beauty College is to prepare the student to pass the BBC examination and become gainfully employed. Students will be given a mock board test during the fourth evaluation period consisting of a written test as well as a practical skills test. Students must pass both tests with a score of 75% or better. Students who do not pass in any one area will be given remedial classes to enable the student to pass the next examination. Students may want to furnish a model for the practical skills portion of the mock board. The technical classes on salon management and rules and regulations will help prepare the students for joining the work force.

### Course Format:

Technical classes consist of lectures, videos, demonstrations or guest speakers and comprise a minimum of ¼ of the training. Technical classes cover the BBC requirements concerning the principles and practices of Cosmetology. Salon management classes cover the Barbering and Cosmetology Act, BBC Regulations and laws and agencies concerning social security, disability, federal and state taxes and other administrative requirements necessary to operate a cosmetology establishment. Practical classes consist of working on clients, other students and manikins.

### Course Material:

Required Text - SALON FUNDAMENTALS FOR MANICURING by Pivot Point  
NIC Bulletins \$5.00 or download from [www.nictesting.org](http://www.nictesting.org)  
Barbering and Cosmetology Act/Rules and Regulations

Student Resources - Hand-outs and Audio/Visual Library  
Technical Material Library  
Monthly publications; (i.e. Modern Salon, The American Hairdresser, Shop Talk, etc.)

Instructor Resources- Audio/Visual Library  
Demonstrations from manufacturers  
Guest speakers  
Technical Material Library

## **MANICURE TECHNICAL CLASS SCHEDULE**

Required Text: Salon Fundamentals by Pivot Point (included with kit purchase);  
The Cosmetology Act\*; Board Rules and Regulations\*; and  
Cosmetology Performance Criteria\*

\*Available online at [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) or purchased at the Reception Desk for \$10.00.

### **Learning the Trade**

Manicuring: Principles of the manicures and pedicures; Chemicals used; Sanitation and disinfection of spas & tubs.

Artificial nails: Liquid and powder brush on tips and with silk and acrylic overlay.

Wraps and Repairs: Silk wrap; repairing splits and cracks.

### **Establishing and Managing a Career**

Cosmetology Act: Required licensing; booth rental vs. commission (compensation); IRS; salon management (who's in control?); salon options (home, mobile unit, etc.); and basic business ethics and management.

Board Rules and Regs: Licensing issues (suspended etc.), fines, requirements for licensure; Focus on Article 12.

Health and Safety: FDA, EPA, OSHA and MSDS; Safe handling including use and storage of chemicals and hazardous materials; Prevention and first aid for chemical injuries; Basic principles of chemistry: pH scale, chemical composition of products for hair, skin, and nails; Basic principles of electricity: use of electrical equipment for hair, skin and nails; Bacteriology and communicable diseases (Article 12).

Disinfection/Sanitation: Methods and levels of disinfection; Chemicals and procedures for implementation (Article 12).

## **CURRICULUM FOR MANICURE COURSE**

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

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

### **Nail Care Course Technical Instruction and Practical Operations**

- (1) The Barbering and Cosmetology Act and the Board's Rules and Regulations. (10 hours of Technical Instruction);
- (2) Cosmetology Chemistry related to manicuring practices. (Shall include the chemical composition and purpose of nail care preparations.) (10 hours of Technical Instruction);
- (3) Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.) (15 hours Technical Instruction);
- (4) Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.) (10 hours of Technical Instruction and 10 Practical Operations);
- (5) Bacteriology, anatomy and physiology. (10 hours of Technical Instruction);
- (6) Water and oil manicures, including hand and arm massage.(15 hours Technical Instruction and 40 Practical Operations);
- (7) Complete pedicure, including foot and ankle massage. (10 hours Technical Instruction and 20 Practical Operations); and
- (8) Application of Artificial Nails
  - a) Acrylic: Liquid and powder brush-ons (15 hours Technical Instruction and 80 Nails);
  - b) Nail tips (10 hours Technical Instruction and 60 Nails);
  - c) Nail wraps and repairs (5 hours Technical Instruction and 40 Nails)

(c) The board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.

(d) No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

## **TEXT AND REFERENCE BOOKS FOR STUDENTS**

- (a) In teaching, schools shall use text and reference books approved by the board. They may use other teaching material to supplement the approved text and reference books.
- (b) Each student shall possess the following:
- (1) At least one (1) of the textbooks approved by the board.
  - (2) The Performance Criteria developed by the board.
  - (3) The Barbering and Cosmetology Act and the Rules and Regulations of the Board of Barbering and Cosmetology.
- (c) There shall be available for the use of students in the school:
- (1) A list of the text and reference books approved by the board.
  - (2) Any two approved texts other than the one text possessed by the student.  
(Shall not apply to barber schools if there are less than three approved texts.)

When licensed, a manicurist can expect to work in the following areas of the industry:

- Nail Technician
- Nail Design Artist
- Salon Owner
- Product Representative
- Spa Owner
- Cruise Ships – and – Resorts

## **CURRICULUM FOR BARBER CROSS-OVER**

### Course Description:

Barber cross over is a 600 hour course. The contracted time frame for this course is 6 months for full-time and 12 months for part-time. The course has instruction in all phases of cosmetology. Classes are open entry/exit as schedules are on a rotating basis. The course consists of both technical and practical classes that are designed to promote self-esteem, appropriate employer/employee relations, effective communication skills and prepare students to enter the job market.

### Course Goals and Objectives:

The purpose of attending Torrance Beauty College is to prepare the student to pass the BBC examination and become gainfully employed. Students will be given a mock board test during the fourth evaluation period consisting of a written test as well as a practical skills test. Students must pass both tests with a score of 75% or better. Students who do not pass in any one area will be given remedial classes to enable the student to pass the next examination. Students may want to furnish a model for the practical skills portion of the mock board. The technical classes on salon management and rules and regulations will help prepare the students for joining the work force.

### Course Format:

Technical classes consist of lectures, videos, demonstrations or guest speakers and comprise a minimum of ¼ of the training. Technical classes cover the BBC requirements concerning the principles and practices of Cosmetology. Salon management classes cover the Barbering and Cosmetology Act, BBC Regulations and laws and agencies concerning social security, disability, federal and state taxes and other administrative requirements necessary to operate a cosmetology establishment. Practical classes consist of working on clients, other students and manikins.

### Course Material:

- Required Text - SALON FUNDAMENTALS FOR COSMETOLOGY by Pivot Point  
NIC Bulletins \$5.00 or download from [www.nictesting.org](http://www.nictesting.org)  
Barbering and Cosmetology Act/Rules and Regulations
- Student Resources - Hand-outs and Audio/Visual Library  
Technical Material Library  
Monthly publications; (i.e. Modern Salon, The American Hairdresser, Shop Talk, etc.)
- Instructor Resources- Audio/Visual Library  
Demonstrations from manufacturers  
Guest speakers  
Technical Material Library

## **BARBER CROSS-OVER TECHNICAL CLASS SCHEDULE**

Required Text: Salon Fundamentals by Pivot Point (included with kit purchase);  
The Cosmetology Act\*; Board Rules and Regulations\*; and  
Cosmetology Performance Criteria\*

\*Available online at [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) or purchased at the Reception Desk for \$10.00.

### Learning the Trade

Hairstyling:	Principles of hairstyling to include structure, growth, and development of hair; Wet, electrical and thermal styling; Scalp and hair treatments; and Shampoos and conditioners.
Chemical Texturizing:	Acid and alkaline permanents - How hair is chemically altered; Straighteners - base/no base and lye/no lye - How the hair is altered; and Soft curls.  Haircolor – Lighteners: Basic principles of color to include temporary, permanent and semi-permanent color; Chemical composition and effect on the hair; and properties and uses of hydrogen peroxide and lighteners.
Haircutting:	Principles and techniques of cutting; Elevations and design lines.
Facials:	Principles of facials to include methods, types, products and equipment; chemical peels; Electricity in skin care - How electricity effects the body (heart/nerves) EAD and CPR; Hair removal - depilatories, waxing and tweezing; and Chemistry of Make-up.
Manicuring:	Principles of manicures and pedicures; Chemicals used; and Sanitation and disinfection of spas & tubs.

### Establishing and Managing a Career

Cosmetology Act:	Required licensing; booth rental vs. commission (compensation); IRS; salon management (who's in control?); salon options (home, mobile unit, etc.); and basic business ethics and management.
Board Rules and Regs:	Licensing issues (suspended etc.), fines, requirements for licensure; Focus on Article 12.  Health and Safety: FDA, EPA, OSHA and MSDS; Safe handling including use and storage of chemicals and hazardous materials; Prevention and first aid for chemical injuries; Basic principles of chemistry: pH scale, chemical composition of products for hair, skin, and nails; Basic principles of electricity: use of electrical equipment for hair, skin and nails; Bacteriology and communicable diseases (Article 12).
Anatomy/Physiology:	Disinfection/Sanitation: Methods and levels of disinfection; Chemicals and procedures for implementation (Article 12).  Cells, bones, muscles, nerves and blood.

# CATALOG INDEX

# PAGE#

ADMINISTRATIVE SERVICES.....	-12-
ADMISSION POLICY.....	-12-
APPROVAL DISCLOSURE STATEMENT.....	-10-
ATTENDANCE POLICY.....	-14-
BARBER CROSS-OVER TECHNICAL CLASS SCHEDULE.....	-44-
CAMPUS POLICIES AND REGULATIONS.....	-26-
CATALOG INDEX.....	-45-
COMPLAINT PROCEDURE .....	-11-
COSMETOLOGY COURSE OUTLINE.....	-30-
COSMETOLOGY TECHNICAL CLASS SCHEDULE.....	-31-
COURSES OF STUDY.....	-29-
CURRICULUM FOR BARBER CROSS-OVER COURSE.....	-43-
CURRICULUM FOR COSMETOLOGY COURSE.....	-32-
CURRICULUM FOR ESTHETICIAN COURSE.....	-37-
CURRICULUM FOR MANICURING COURSE.....	-41-
DRUG AND ALCOHOL FREE POLICY.....	-16-
EMPLOYMENT COUNSELING SERVICES.....	-16-
ESTHETICIAN COURSE OUTLINE.....	-35-
ESTHETICIAN TECHNICAL CLASS SCHEDULE.....	-36-
GENERAL SCHOOL INFORMATION.....	-4-
GRADING SYSTEM.....	-14-
GRADUATION AND LICENSING REQUIREMENTS.....	-16-
INSTRUCTIONAL CLASS SCHEDULE.....	-7-
INSTRUCTIONAL STAFF.....	-8-
MANICURING COURSE OUTLINE.....	-39-
MANICURING TECHNICAL CLASS SCHEDULE.....	-40-
MESSAGE FROM THE DIRECTOR.....	-3-
MISSION STATEMENT.....	-3-
NOTICE OF CANCELLATION .....	-28-
ORGANIZATIONAL CHART.....	-6-
OUTCOME RATES.....	-25-
REFUND POLICY.....	-21-
RIGHT TO PRIVACY.....	-19-
SATISFACTORY ACADEMIC PROGRESS (SAP).....	-24-
SOURCES OF FUNDING.....	-13-
STATEMENT OF EDUCATIONAL GOALS AND OBJECTIVES.....	-11-
STATEMENT OF NON-DISCRIMINTION.....	-12-
STUDENT FEEDBACK / REQUESTS.....	-16-
TEXT AND REFERENCE BOOKS FOR STUDENTS.....	-42-
TRANSFER, COURSE CROSS-OVER, WITHDRAWAL AND RE-ENTRY POLICY.....	-15-
TUITION AND FEES.....	-17-