

# Student Catalog



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Temple City, CA 91780  
(626) 443-0900  
Fax: (626)-443-0200**

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[davidsbeautycollege@gmail.com](mailto:davidsbeautycollege@gmail.com)

Revised July 20, 2012

## Message to students

Welcome

From the Director

**Dear Student,**

Welcome to **DAVID'S ACADEMY OF BEAUTY**, and thank you for selecting us to assist you in obtaining your desired massage therapy training. Our goal is to provide you with every opportunity for a successful future in the massage, spa, salon and beauty industry.

At **DAVID'S ACADEMY OF BEAUTY**, we offer basic training and extensive hands-on training in massage therapy. We place emphasis on how to be successful in the market place and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part.

My goal is to help students discover their abilities and to transform their lives through these discoveries. But please understand that a large part of your future success will depend on the effort you are willing to apply during the entire course of study.

**Sincerely,**

**Mr. David Mojadidi**

**Director**

### Mission Statement

**DAVID'S ACADEMY OF BEAUTY** strongly believes that any person who has the ability, desire and determination to benefit from vocational training or the programs we offer should be given each and every opportunity to do so. **EDUCATIONAL OBJECTIVES:** Our objective is to provide each enrolled student with a high-quality educational programs, in an environment conducive to attaining real-world skills, by adopting a straight forward pragmatic methodology. Upon completing the course of study the graduate student should be able to function effectively in one of the many specialty areas such as: **Massage Therapist, Sport Massage Clinic Technician.**

Students will be taught in a state-of-the-art learning environment. Under these conditions, students acquire hands-on experience and acquire the knowledge and techniques needed to successfully complete their program of study. Students are encouraged to utilize the resource library, which can supplement their learning experience. Our school simulates salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. Each student uses a locker to keep his/her uniform and private articles. Our students learn to practice managing the reception desk, logging patrons in, answering the telephone and operating the cash register and assist in operating our supply system. Our objective is to help the student become "salon/massage spa-ready" for an entry level position of employment in a salon. **DAVID'S ACADEMY OF BEAUTY** faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise. Students are encouraged to utilize the resource library, which can supplement their learning experience.

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## Approval Disclosure Statement

David's Academy of Beauty is a private for-profit institution. This institution is currently accredited by:

\* **NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES (NACCAS)**  
4401 Ford Ave., Suite 1300, Alexandria, VA 22302 (703) 600-7600 Fax: (703) 379-2200  
Website: [www.naccas.org](http://www.naccas.org)

**Bureau for Private Postsecondary Education**  
2535 Capitol Oaks Drive, Suite 400 Sacramento California, 95833 (916) 431-6959 Fax: (916)263-1897  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

**United States Department of Education**  
50 Beale Street Suite 900 ; San Francisco, CA 94105-1863; (415) 486-5677 Fax: (415) 486-5676  
Website: [www.ed.gov](http://www.ed.gov)

\*NACCAS is recognized by the United States Department of Education as one of the national accrediting agencies for postsecondary schools and programs of cosmetology schools.

**DAVID'S ACADEMY OF BEAUTY** was granted institutional approval from the Bureau for Private Postsecondary Education (BPPE) P.O. Box 980818, West Sacramento, CA 95798; pursuant to California Education code section 94915. The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. The institutional approval must be re-approved every three years and is subject to continuing review.

David's Academy of Beauty has been granted institutional approval to teach the following programs of study:

<u>Course Name</u>	<u>CIP Code</u>	<u>Clock Hours</u>	<u>Weeks</u>	<u>Award</u>
* Cosmetology	12.0406	1600	40 -80	Diploma
*Esthetician	12.0409	600	18-30	Diploma
Massage Practitioner I	51.3501	250	8-16	Diploma
Massage Practitioner II	51.3501	400	13-25	Diploma
*Massage Therapy	51.3501	600	18-30	Diploma
Manicurist	12.0410	400	15 -30	Diploma

\*This course is eligible to participate in the USDE Title IV programs  
The California Board of Barbering and Cosmetology (BBC) sets minimum standards for our programs of study, and issues licenses to graduates upon passing the Board of Barbering and Cosmetology licensing examinations.

David's Academy of Beauty is also recognized by the United States Department of Education (U.S. DOE) as an institution eligible to participate in Title IV programs. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at 2535 Capitol Oaks, Suite 400, Sacramento CA 85833, Website: [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone: (916)431-7959 Main Fax: (916)263-1897.

"As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided prior to signing an enrollment agreement."

### **Administration Business Hours**

Monday - Saturday 8:30 a.m. – 5:00 pm      Closed Sundays

### **Admission Policy**

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

Applicant must provide a copy of his/her U.S. High School Diploma, GED, State Proficiency Test or its equivalent. For students that have immigrated to the United States, the service of independent academic evaluators is needed to determine academic readiness.

#### **Validity of High School Diploma:**

Department of Education requires the institution to develop and follow the procedures to evaluate the validity of a student's high school diploma if the institution has reason to believe that the diploma is not valid or was obtained from an entity that provides secondary school.

#### **Foreign Diploma**

It is the institutions policy that foreign educational credentials if doubtful in any way, the institution could require the credentials be evaluated by a professional evaluator.

Applicants who provide a valid high school diploma or GED and the document's validity is questionable, it is the students' responsibility to provide acceptable supporting documentation. At least one of the following documents is acceptable supporting documentation of high school graduation or its equivalent.

Official high school diploma

- High School transcript documenting high school graduation
- Official letter from your high school on school letter head, preferable with the school seal, stating your name, social security number, and birthday and date of graduation
- A certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma
- College transcript that documents the completion of high school or the GED
- DD form 214 (Certificate of Release or Discharged from Active Duty form) documenting high school graduation or GED
- State issued GED certificate or transcript
- A letter or copy of the applicant's certificate of completion from the school district in which the student resides attesting to the students completion of a program of home schooling and/or the states recognition of the home school program

As part of this process to determine the validity of the high school diploma or GED Admission Advisor must check the National Center for Education Statistics-NCES <http://www.necs.ed.gov> If the state has jurisdiction over the high school, the state would be able to determine if the diploma from the school (which does not have to be accredited) is recognized by the state. Another source is: [www.onlinehighschool.org](http://www.onlinehighschool.org), which provides a listing of free and public accredited online high schools. For California GED, a student can contact (800) 331-6316 or [www.cde.ca.gov/ged/faq/records.html](http://www.cde.ca.gov/ged/faq/records.html).

**Note:** Effective 8/2011, NACCAS no longer accepts self-certifications for the completion of High School or its equivalent.

"A student or any member of the public may file a complaint about this institution with the BPPE by calling (888)370-7589 (toll free telephone number) or by completing a complaint form, which can be obtained on the Bureau internet Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

### **Class Schedules**

We offer regular day classes. All classes are open enrollment, each students schedule will be determined based on the program selected.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:30 AM	8:30 AM	8:30 AM	8:30 AM	8:30 AM	8:30 AM
5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM

### **Holidays and In-Service Days**

**Calendar/Holidays:** The school will be closed on the following holidays:

Chinese New Year	Memorial Day
Dr. Martin Luther King Day	Presidents' Day
Fourth of July	Labor Day
Thanksgiving Day	Winter Break

School maybe temporarily close for extreme emergencies (example: earthquake ,safety, weather and fire)  
Classes may be temporally closed for in-service days with prior notification to students.

### **Grievance Procedure**

In the event a student has a grievance, which cannot be resolved to his/her satisfaction with the student's immediate instructor; the student is to make his/her grievance know to the institution's Director or in his/her absence to the Administrative Assistant at **10229 LOWER AZUSA ROAD, TEMPLE CITY CA 91780 PH: (626) 443-0900**. It is strongly recommended that all grievances be presented in writing. DAB will also accept oral grievances. However, if the issue still is unresolved, students may present their grievance to one or both of the accrediting agencies listed below;

**National Accrediting Commission of Career Arts & Sciences (NACCAS)**  
**4401 Ford Ave., Suite 1300**  
**Alexandria, VA 22302**  
**(703) 600-7600.**

**Bureau for Private Postsecondary Education**  
**2535 Capitol Oaks Drive, Suite 400**  
**Sacramento California, 95833 (916) 431-6959**

### **Disclosure and Retention of Student Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified official for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student organization conducting certain studies for or on behalf of the school accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities within a juvenile justice system pursuant to specific State Law.

**Schools may disclose, without consent, "directory" information such as a student's name, address,** telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

Adult students, parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that is maintained by the institution. David's Academy of Beauty will keep these records for three (3) years from the last day of attendance. After this period, all records are destroyed. The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commission or governmental agencies so authorized by law.

### **Facility Description**

David's Academy of Beauty is located at 10229 Lower Azusa Road, Temple, City, CA 91780 in a spacious (8,840 sq. ft.) two story modern facility accessible to all public transportation. The facility consists of combined lecture/lab rooms, workshop areas, administrative offices, student resource library and student and faculty lounge. We are also fully equipped with a working full service salon, with private facial and massage rooms, 6 hooded dryers and 12 shampoo basins. One of the restrooms is handicap accessible. All of our equipment fully complies with any and all Federal, State, and Local Laws, regulations and ordinances. This includes those requirements such as the fire safety, building safety and health regulations. We are dedicated to ensuring that our students have everything they need at all time to be trained in this industry as professionals.

### **Handicap Accessible (Wheelchair Accessible)**

The facility is handicap accessible for students and the general public.

### **Health and Physical Considerations**

Generally, the professional in the cosmetology field must be in good physical health since he/she will be working in direct contact with customers. This related field of study requires a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

### **History and Ownership**

The economy is in trouble and the best way to put people back to work is to create entrepreneurs and well trained and experienced beauty operators. Mohammed Aman Mojadidi recognized the need and immediately

set about finding a suitable facility to acquire, enhance and market. In his initial research, Mr. Mojadidi discovered that to provide the greatest amount of training to the most in-need population he would need government assistance. For this reason he would need a beauty school that already qualified for financial Aid (Title IV).

On July 1, 2010, Mr. Mojadidi acquired United Beauty College and changed the name to David's Academy of Beauty. He immediately acquired a staff and initiated the transition and enhancement of the beauty school operations. The building layout was redesigned to respond to an even increasing population of massage students. Assembly rooms were expanded, curriculum was enhanced and technology was upgraded. Currently the school has expanded beyond the capability of the current facility and other facilities are being explored.

### **School and Class Orientation**

All students accepted for enrollment are required to attend an orientation prior to or on their first day of class. During orientation you will be meeting the campus staff and learn about our school policies and expectations, financial aid regulations and student services.

Upon enrollment a student Admissions/Financial Aid File will be created which shall contain all items listed on the Entrance Checklist that is applicable student's situation.

- ❖ Enrollment Agreement
- ❖ Admissions Record
- ❖ Proof of High School Status
- ❖ Free Application for Federal Student Aid (FAFSA)
- ❖ ISIR/SAR(s) signed (if applicable)
- ❖ Proof of Citizenship
- ❖ Proof of Selective Service (if applicable)
- ❖ Verification Documents
- ❖ Documents to resolve conflicting information
- ❖ Entrance Counseling Interview documents

### **Scholarships**

David's Academy of Beauty offer scholarships, please inquire with our admissions department for further information regarding scholarships.

### **Non-Discrimination Disclosure Statements**

In compliance with federal, state, and local government requirement, David's Academy of Beauty is an equal opportunity employer and does not discriminate against any individual on the basis of age, sex, race, color, religion, national and ethnic origin, marital status, organizational affiliation political beliefs, handicap or sexual orientation in the administration of its educational programs, publications or employment practices.

David's Academy of Beauty follows the requirements established by the Americans with Disabilities Act. David's Academy of Beauty does not discriminate against qualified individual with disabilities. We provide reasonable accommodation for the known disability of a qualified applicant, student, client or employee.

### **Student Services**

#### **Career Counseling and Personal Attention**

Students are counseled individually, as often as necessary to review the student's progress. Successful Salon Owners and stylists are scheduled regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisors. Students may request additional counseling sessions at any time. Students are given personal attention and assistance at every stage of the training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the Program of Barbering & Cosmetology Examination.

### **Drug Abuse Prevention Program**

David's Academy of Beauty strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with DAB who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

Entity Name	Aegis Medical System Inc.	BHC Alhambra Hospital Inc.
Street Address	11041 Valley Blvd	4619 North Rosemead Blvd.
City, State and Zip	El Monte, CA 91731	Rosemead, CA 91770
Phone number	(626) 442-4177	(626) 286-1191

### **Placement**

David's Academy of Beauty does not guarantee placement to any student. However, **DAB** utilize its industry contact and a job Board is used to show job opening to graduates at no additional charge. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Results from the State Bureau (if applicable) license examination are recorded as passed or failed. Students that failed the exam are encouraged to return to DAB for assistance and guidance for subsequent attempts to pass the exam. In addition **DAB** is helping graduates providing by listings of prospective employers seeking employees, their job requirements, salary, and other pertinent information. Students are referred to interviews when applicable and the results of these interviews are recorded in the placement register. The school can show prospective students this register upon request.

### **Attendance Policy, Tardy and Make-up Policies**

Students are required to be in class for roll call promptly at 8:30 a.m. Students who arrive to school after 8:37 are considered tardy and cannot clock in until theory class is over (Students can clock in at 10:00 a.m.). Students who are tardy may not attend theory class that day.

Attendance must be maintained at an average of 67 percent of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement. An absence may be excused by calling-in the same day prior to the beginning of class. Students are required to make up for the lessons, and exams missed due to absenteeism.

- Students who are tardy will be advised by the instructor in charge. The instructor will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand.
- Students who anticipate being absent must receive permission in advance from his or her instructor or, if there is an emergency or situation beyond the student's control, the student must contact the instructor as soon as possible.
- A Student who is absent for 10 consecutive days of scheduled attendance with failure to contact the school, will be withdrawn.
- A student who anticipates an absence of 10 days or more is required to request a formal approval for a leave of absence.

### **Attendance Status**

Full time: Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Half-time enrollment requires a minimum of 16 hours per week. Part-time enrollment is defined as 16 hours per week.

## Class & Practice Hours - Credit Procedure

Students at DAB record their attendance by entering their names and time to clock IN at the start of the day, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Students will be allowed up to seven (7) minutes to sign-in and receive credit for the full quarter (1/4) hour. Students receive credit for task/operation/project completed after each action is verified by an instructor.

## Student Time Clock Policy

The program of Barbering and Cosmetology will only recognize time clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock punch in and out at the start and end of their class day and lunch period. You will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a student attends a 6 hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30 minutes), then than half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom.

At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned area added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly time card. The time card must be signed by the student and the instructor daily. **Instructors may not sign a student in or out.**

Time cards reflect the students' daily record of hours, It is important that all of your hours and are recorded properly and accurately. The attendance personnel must be able to read your time card so that the attendance hours are transferred correctly to the attendance roster. The time cards are the property of David's Academy of Beauty and must remain on the school campus at all times. Time cards will be retained and stored in their entirety for 5 years by the school.

**Time Card Credit:** The following is a guideline for the instructor to issue credits.

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card concerning operations is to be applied efforts of the students as they annually perform practical subject.

Some practical operations may take longer to perform according to the student. Note the following time frame the Program gives for each operation. **Shampoo/set = 1 ½ hours, Scalp Treatment = ½ to 1 hour, Permanent Wave = 2 to 2 ½ hours, Facial = 1 ½ to 2 hours, Manicure = ½ hour, Hair cut = ½ to 1 hour.**

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

## Transfers

Applicants with previous hours from another California based Cosmetology school who then wish to enroll in David's Academy of Beauty must submit a written request during the admissions process along with Proof of Training and Record of Withdrawal from the previous California school. Failure to provide the required documentation of previous training prior to enrollment will result in not being able to apply those hours to the enrollment period at DAB. If the applicant is transferring from another state or from another country, they must first contact California's Board of Barbering and Cosmetology (BBC) and make application for approval of hours from their previous school. The California BBC will then issue a letter indicating the credit it will approve for the hours taken at the previous school along with any other requirements. David's Academy of Beauty will then make the final decision based on the information in the California BBC's letter.

## Credit Evaluation

Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under Cosmetology Act and the Program of Barbering/Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on the Program of Barbering and Cosmetology.

## **Grading System**

Students are evaluated on a regular basis on subject matter including practical operations. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and academic progress of the students. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized at DAB.

<b><u>Score</u></b>	<b><u>Letter Equivalent</u></b>	<b><u>Description</u></b>	<b><u>GPA</u></b>
90-100%	A	Excellent	4.00
80-89%	B	Above Average	3.00
70-79%	C	Average	2.00
60-69%	D	Below Average	1.00
59% or below	F	Fail	0

## **Graduation Requirements**

When a student has completed the graduation requirements of the course of study with GPA (2.00) of "C" (70%) or better and the tuition account is paid in full he or she is awarded a diploma certifying his or her graduation. After completion/graduation Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

## **Leave of Absence**

Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class; therefore a student may be granted a leave of absence. A leave of absence is a temporary interruption in a student's program of study. Student must follow the institution's policy in requesting the leave of absence. The LOA policy requires the students to submit a written request specifying the reason for the LOA; such request must be signed and dated. There must be a reasonable expectation that the student will return from the leave of absence to continue his or her training program. Under no circumstances may a student exceed three leaves of absences totaling 90 calendar days or one (1) 90 day cumulative leave of absence time. LOA extensions are considered additional leave of absences. David's Academy of Beauty does not assess the student any additional institutional fees for a leave of absence. The student's need may not increase and therefore the student is not eligible for any additional federal student aid.

If the student is receiving financial aid, he or she must contact the Financial Aid Office to find out, prior to the leave of absence, the effect that the student's failure to return from a leave of absence may have on his or her loan repayment terms, including the expiration of the students grace period. Upon the student's return, the student simply resumes or continues the same payment period and course work.

Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the appropriate agencies and paid within 45 days. If the student does not return as scheduled, the grace period on any student loan will revert to start counting from the first day of leave. In these cases the loan payment will be due as stated on the promissory note. Refunds will be paid in the specific order dictated by Federal Regulations to the maximum to each aid program from which funds originated from. The order is listed under the Return of Title IV section of this catalog.

## **LOA Appeal**

Under extreme circumstances an appeal for a subsequent leave of absence may be granted for an additional 90 calendar days if the Director determines that the subsequent leave of absence is necessary due to unforeseen circumstances; and it is documented that the leave of absence is granted for jury duty, military reasons, hardship, determined on an individual basis, or circumstances covered under the Family and Medical Leave Act of 1993. The appeal for a subsequent leave of absence must be in writing, must be accompanied by an official document to support the LOA. Written notification of the final determination will be sent to the student with cop to the Director. Leaves of Absence and appeals cannot exceed 180 calendar days in any twelve months period under any circumstances.

## **Satisfactory Academic Progress**

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

1. Maintain a cumulative academic average of “C” (70%) or better at the end of each of the evaluation period. The grading must take into consideration grades obtained in exams for theory classes and practical grades obtained on hands on practical exams.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) of the scheduled hours indicated on the student’s enrollment agreement at the end of each evaluation period. This ensures that there will be completion of the student’s program with 150% of the scheduled course length.
3. Complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course with 44 weeks (including grace time for absences), he or she must complete within 66 weeks.
4. Students meeting the minimum requirement for attendance and academic progress at any evaluation point will be considered to be making Satisfactory Academic Progress until the next evaluation.

**EVALUATION PERIODS:** Student receiving aid from Title IV Programs must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period or term of the course.

If at the end of a payment period the student fails to maintain a passing grade point average or failed to successfully complete the clock hours required to maintain a progress level that would allow the student to complete the course with the maximum time frame in the course, as published, the student would be placed in a financial aid warning SAP status. The student will be eligible for financial aid funds for one subsequent payment period.

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

### **Appeal Procedures**

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

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

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

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

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

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

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

### **Description of Courses Offered**

The following courses offered consist of the state mandated technical instructional and practical operations covering all practices constituting the art of cosmetology, manicuring and Esthetician. The following courses are designed to prepare students for the state licensing examination and for profitable employment as a:

<b><u>Course Name</u></b>	<b><u>CIP Code</u></b>	<b><u>Clock Hours</u></b>
Cosmetology	12.0406	1600
Esthetician	12.0409	600
*Massage Practitioner I	51.3501	250
*Massage Practitioner II	51.3501	400
*Massage Therapy	51.3501	600
Manicurist	12.0410	400

\*Massage Therapy does not require a license to become employed however, in most cities a permit is required by the Local Police Department. Massage Therapy

**ENGLISH AS A SECOND LANGUAGE:** This institution does not offer English as a Second Language (“ESL”) course. All prospective students that are accepted for enrollment must be proficient in the English Language. Since all of instructors are bilingual either in English, Spanish, Vietnamese or Chinese some translation of the terms may occur but ALL instructions will be conducted in English at a pace of English as a second language if need be.

**CURRICULUM FOR COSMETOLOGY COURSE:** The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

#### **Cosmetology - (D.O.T.: 323.271-010, CIP # 12.0406)**

Hairstyling: Analysis, Shampooing	050
Wet Hair Styling & Blow Drying	075
Thermal Hair Styling (Hot Combs & Irons) & Up Do's	125
Pin Curls, Braids, Barrel Curls	055
Permanent Waving & Chemical Straightening	120
Haircutting	130
Bleaching	075
Hair Coloring Highlight/Weave	100
Scalp & Hair Treatments	050
Esthetics: Facials Manual	015
Facials – Chemical	015
Facials – Electrical	015

Eyebrow Beautification & Make-up	030
Disinfection/Sanitation	020
Manicuring/Pedicuring: Water & Oil Manicuring	025
Pedicuring	010
Acrylic Nails – Liquid & Powder	080
Artificial Nail Tips	020
Nail Wraps & Repairs	020
<b>Total Practical Operation Hours</b>	<b>1030</b>
Hairstyling Analysis & Shampooing	010
Finger-waving, Pin Curl, Comb- Outs	015
Straightening, Weaving	020
Curling w/hot combs, irons and blow-drying	020
Permanent Waving & Chemical Straightening	040
Hair Coloring and Bleaching	060
Haircutting	045
Health & Safety: BBC Laws and Regulations	020
Cosmetology Chemistry, Electricity	040
Bacteriology, Com, Diseases, HIV/Aids & Hepatitis B	060
Material Data Sheets, Anatomy & Physiology	080
Disinfection/Sanitation & Safety	050
Esthetics: Facials –Manual Cleansing, Packs, Masks, Scrubs	07.5
Facials – Chemical: Peels, Packs, Masks & Scrubs	010
Facials- Electrical: Elec., Modalities, Derma	07.5
Eyebrow Beautification & Make-up	025
Manicuring/ Pedicuring : Water, Oil Manicures (CAD)	005
Hand, Foot, Arm, Ankle Massage	005
Artificial Nails & Wraps: Liquid & Powder	010
Brush-on; Artificial Nail Tips, Wraps & Repairs	015
Salon Management, Business Ethics	025
<b>Total Theory Hours</b>	<b>570</b>

**CURRICULUM FOR ESTHETICIAN (SKIN CARE COURSE):** The curriculum for students enrolled in an Esthetician (Skin Care) course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of Skin Care, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Such technical instruction and practical operations include:

**Esthetician- (CIP Code 12.0409 SOC Code 39.5094.00)**

Technical Instruction	
BBC Rules and Regulations	010
Esthetician Chemistry	015
Health, Safety, Hazardous, HIV & Aids	050
Electricity	010
Disinfection & Sanitation	010
Bacteriology, Anatomy & Physiology	020
Facials – Manual	020
Facials – Electrical	020
Facials – Chemical	030
Eyebrow Arching – Tweeze & Wax	025
Hair Removal Wax & Depilatories	020
Make-up	020

Salon Management & Spa Skills	015
<b>Total Theory Hours</b>	<b>265</b>
Disinfection & Sanitation	020
Facials - Manual	050
Facials – Chemical	060
Facial – Electrical	050
Eyebrow Arching-Tweezers & Wax	040
Hair Removal Wax & Depilatories	050
Make-up	040
Client Preparation & Record Pre.	025
<b>Total of Practical Operations</b>	<b>335</b>

**CURRICULUM FOR MASSAGE THERAPY COURSE:** The curriculum for students enrolled in the massage course shall consist of two hundred and fifty (250) clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations shall mean the actual performance by massage technician of all techniques and principals.

**Massage Practitioner I - (CIP Code 51.3501 SOC Code 39-9011.00)**

		Theory	Practical
1	Health and safety /hazardous Substances (Shall include training in chemicals and health establishments, materials safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and HEPATITIS B.	05	
2	Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumers as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified Disinfection should be emphasize throughout the entire training period and must be performed before use of all instruments and equipment.	05	05
3	History, anatomy, and physiology.	02.5	
4	Ethics Nutrition Principles & Techniques	05	
5	The Body's Muscles & Nerves	05	
6	Trigger points of Massages	05	
7	Other systems of massage	02.5	
8	Basics of the traditional massage	05	010
9	Basic Shiatsu/16 Movements	05	020
10	Basics of the traditional Swedish massage	05	010
11	Contemporary American Techniques	05	010
12	Aroma Therapy	02.5	05
13	Patterns of Ki	02.5	010
14	The Front, Back and Side Channels	010	010
15	Introduction of other systems of Massage and Body Works	05	05
16	Sport Massage, Study of pre-post event Massage, Training Massage, injury care, nerve innovation, range Of motion, structural kinesiology, muscle testing and PNF stretching	020	050
17	Introduction to Holistic Theory	05	
18	Business practices; setting up massage business	010	010
	<b>Total Hours</b>	<b>105</b>	<b>145</b>

**CURRICULUM FOR MASSAGE PRACTITIONER II COURSE:** The curriculum for students enrolled in the massage course shall consist of four hundred (400) clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations shall mean the actual performance by massage technician of all techniques and principals.

## **Massage Practitioner II- (CIP Code 51.3501 SOC Code 39-9011.00)**

		Theory	Practical
1	Health and safety /hazardous Substances (Shall include training in chemicals and health establishments, materials safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and HEPATITIS B.	010	
2	Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumers as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified Disinfection should be emphasize throughout the entire training period and must be performed before use of all instruments and equipment.	010	010
3	History, anatomy, and physiology.	010	
4	Ethics Nutrition Principles & Techniques	010	
5	The Body's Muscles & Nerves	05	
6	Trigger points of Massages	05	
7	Other systems of massage	05	
8	Basics of the traditional massage	010	010
9	Basic Shiatsu/16 movements	015	040
10	Basics of the traditional Swedish massage	05	015
11	Contemporary American Techniques	010	015
12	Aroma Therapy	05	05
13	Patterns of Ki/Qi/Chi	010	030
14	The Front, Back and Side Channels	015	020
15	Introduction of other systems of Massage and Body Works	05	05
16	Sport Massage, Study of pre-post event Massage, Training Massage, injury care, nerve innovation, range Of motion, structural kinesiology, muscle testing and PNF stretching	035	060
17	Introduction to Holistic Theory	010	
18	Business practices; setting up massage business	010	05
	<b>Total Hours</b>	<b>185</b>	<b>215</b>

**CURRICULUM FOR MASSAGE THERAPY COURSE:** The curriculum for students enrolled in the massage course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations shall mean the actual performance by massage technician of all techniques and principals.

## **Massage Therapy- (CIP Code 51.3501 SOC Code 39-9011.00)**

		Theory	Practical
1	Health and safety /hazardous Substances (Shall include training in chemicals and health establishments, materials safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and HEPATITIS B.	015	
2	Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumers as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified Disinfection should be emphasize throughout the entire training period and must be performed before use of all instruments and equipment.	010	005
3	History, anatomy, and physiology.	010	
4	Ethics Nutrition Principles & Techniques	015	
5	The Body's Muscles & Nerves	010	
6	Trigger points / Deep Tissue Therapy	010	
7	Other systems of massage	005	
8	Basics of the traditional massage	010	020
9	Basics of Swedish massage	010	025
10	American Techniques	010	025
11	Basic Shiatsu /16 Movements	020	075

12	Aroma Therapy	005	005
13	Patterns of Qi/Ki/Chi	015	035
14	The Front, Back and Side Channels	015	025
15	Introduction to systems Massages	010	010
16	Sport Massage, Study of pre-post event Massage, Training Massage, injury care, nerve innovation, range Of motion, structural kinesiology, muscle testing and PNF stretching	055	100
17	Introduction to Holistic Theory	015	
18	Business practices; setting up massage business	025	010
	<b>Total Hours</b>	<b>265</b>	<b>335</b>

**CURRICULUM FOR MANICURIST COURSE:** The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person. Please note 40 hours are devoted to clinical/theory experience which will include all phases of manicuring. Such technical instruction and practical operations shall include:

**Manicurist- (CIP Code 12.0410 SOC Code 39.5092.00)**

1	Disinfection and Sanitation	010
2	Water & Oil Manicures	040
3	Complete Pedicures	020
4	Acrylic : Liquid and Powder Brush On Nails	080
5	Nail Tips	060
6	Nail Wraps and Repairs	040
	<b>Total Practical Operation Hours</b>	<b>250</b>
1	The Cosmetology Act and The Program Rules and Regulations	010
2	Cosmetology Chemistry related to manicuring practices, chemical composition and purpose of nail care preparations	010
3	Health and Safety Hazardous Substances; which includes chemicals and health establishments material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.	015
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. Disinfections should be emphasized through-out the entire training period and must Be performed before use of all instruments and equipment.	010
5	Bacteriology, anatomy, and physiology.	010
6	Water and Oil Manicures; including hand and arm massage	015
7	Complete Pedicure; including foot and ankle massage	010
8	Application of Artificial Nails: A. Acrylic (Liquid and Powder Brush-on) B. Nail Tips C. Nail wraps and repairs	015 010 005
9	Salon Management & Seek Employment	40
	<b>Total Theory Hours</b>	<b>150</b>

**License Requirements**

Qualifications to take the Board of Barbering and Cosmetology (Board) exams:

- Be at least 17 years of age
- Has completed the 10th grade in a public school or its equivalent
- Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code, and has completed the appropriate amount of hours in a Board Approved School.

Students must pass a state board theory and practical exam before becoming a licensed Cosmetologist or licensed Manicurist, or licensed Esthetician.

The Cosmetology, Manicurist and Esthetician courses require students to pass a state board exam before they are allowed to practice their profession for pay.

### **Background Check**

The California Board of Barbering and Cosmetology application for examination requires an applicant to disclose background information relating to any conviction or plea of no contest to any violation of any law of the United States, in any state, local jurisdiction or any foreign country to determine a student's eligibility to take the licensing exam. Individuals who have been convicted of a crime can still apply to take the examination. The Board will request documents relating to a conviction to be included with the application for examination. These are reviewed and evaluated by the Board on a case-by-case basis.

Currently there is California State license for Massage Therapy. However, each city or county has its own requirements to obtain a license or permit to practice message therapy. Most cities will require fingerprinting and a background check prior to issuing a business license or permit.

It is the student's responsibility to determine if any past criminal conviction will prevent them from obtaining the required state Board license or any local license or permit for Massage Therapy. For more information about state license requirements please visit [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov).

### **Tuition and Fees Policies**

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

### **Equipment**

The word "Equipment" used in the student catalog and in the enrollment agreement includes textbooks, supplies, uniforms, materials, tools, electrical appliances and devices or other goods issued to the student under this enrollment agreement for the student's participation in their program or course of study. Textbooks will be issued at the beginning of class. All needed supplies and equipment will be maintained in the classroom during the first 5 days of training. At the beginning of second week of the training program, each student will be issued a complete kit of equipment with carrying case. The kit contains equipment necessary for satisfactory completion of the course; Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

### **Tuition & Fees**

<b>Course Name</b>	<b>Tuition (refundable)</b>	<b>Equipment (non-refundable)</b>	<b>Registration (non-refundable)</b>	<b>STRF (non-refundable)</b>	<b>Total</b>	<b>Weeks</b>
<b>Cosmetology</b>	<b>\$11,200</b>	<b>\$600</b>	<b>\$250</b>	<b>\$30.00</b>	<b>\$12,080.00</b>	<b>40-80</b>
<b>Esthetician</b>	<b>\$3,800</b>	<b>\$200</b>	<b>\$250</b>	<b>\$10.00</b>	<b>\$4,260.00</b>	<b>18-30</b>
<b>Massage Practitioner I</b>	<b>\$1,585</b>	<b>\$200</b>	<b>\$250</b>	<b>\$5.00</b>	<b>\$2,040.00</b>	<b>8-16</b>
<b>Massage Practitioner II</b>	<b>\$2,535</b>	<b>\$200</b>	<b>\$250</b>	<b>\$7.00</b>	<b>\$2,992.00</b>	<b>13-25</b>
<b>Massage Therapy</b>	<b>\$3,800</b>	<b>\$200</b>	<b>\$250</b>	<b>\$10.00</b>	<b>\$4,260.00</b>	<b>18-30</b>
<b>Manicuring</b>	<b>\$700</b>	<b>\$300</b>	<b>\$250</b>	<b>\$2.50</b>	<b>\$1,252.50</b>	<b>15-30</b>

### **Extra Instruction Charges**

Students are expected to complete their training within the maximum time allowed as specified in the Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be assessed for the balance of the hours required for the completion of course. The enrollment contract will reflect the hours to complete and rate per hour as follows; Cosmetology \$7.00, Esthetician \$6.33, Massage Therapy \$7.00, Manicuring \$6.33 per hour for all courses.

### **Academic Transcripts**

David's Academy of Beauty will prepare one set of transcripts upon completion and or withdrawal from the course at \$25.00 charge. If additional transcripts are requested a fee of \$25.00 will be charged by the school.

**Note: Academic transcripts will not be released until ALL tuition charges are paid in full.**

### **Brush-up**

Students requiring preparation for the licensing exams will be billed the course hourly rate stated above and registration fee of \$250.00. Students requiring brush-up must furnish their own equipment.

### **Re-entry policy**

All students who withdraw may re-enter into the program within 2 years from the date of their withdrawal and will receive up to 75% credit from previous hours completed which is an institutional policy. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment.

### **Method of Payment**

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available from **DAB**. Federal student financial aid is available to those that qualify to cover educational expenses. Financial aid may be in forms of grants (no repayment required) and student loans (must be repaid). It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly or weekly installments in accordance to their means. It is also our policy to discourage students from borrowing loan funds unless is necessary. All estimates of available funds from financial aid will be first used to cover institutional charges; if funds remain available, they will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full before graduation.

### **Institutional Refund Policy**

Students who withdraw from **DAB**, dismissed, fail to return from LOA, or otherwise stop attending classes will have Tuition and the Facility Fee refunded as indicated below. Refunds are calculated based on the length of the enrollment period for which the students are charged. Students are charged in monthly increments.\*

### **Cosmetology – Not Eligible for Financial Assistance (Payment Plan) Students (\$12,080.00)**

Down Payment = \$2,080.00 (Balance Due \$10,000)

- Withdraws prior to the first day of classes or never attends classes: **No Refund of Registration Fee - Full Refund of \$2080.00 Down Payment Less \$250.00 Registration Fee (\$1,830.00).**
- Withdraws or stops attending during Week 2, 3 or 4: **No Refund of the Registration Fee \$250.00. No Refund of Kit and Books \$600 and No Refund of the Insurance Fee (STRF) \$30.00 . Refund of 14% of the Down Payment (\$300.00). No Further Charges Accrue.**

First Monthly Payment = \$1,500 (Balance Due \$8,500)

Withdraws or stops attending during the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> week of classes: No Refund of the Monthly Payment – No Further Charges Accrue.

Second Monthly Payment = \$1,500 (Balance Due \$7,000)

Withdraws or stops attending during the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> week of classes: No Refund of the Monthly Payment – No Further Charges Accrue.

Third Monthly Payment = \$1,500 (Balance Due \$5,500)

Withdraws or stops attending during the 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup> or 17<sup>th</sup> week of classes: No Refund of the Monthly Payment – No Further Charges Occur.

Fourth Monthly Payment = \$1,500 (Balance Due \$4,000)

Withdraws or stops attending during the 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup> or 21<sup>st</sup> week of classes: No Refund of the Monthly Payment – No Further Charges Accrue.

Fifth Monthly Payment = \$1,500 (Balance Due \$2,500)

Withdraws or stops attending during the 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, or 25<sup>th</sup> week of classes: No Refund of the Monthly Payment – No Further Charges Accrue.

Sixth Monthly Payment = \$1,500 (Balance Due \$1,000)

Withdraws or stops attending during the 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup> or the 29<sup>th</sup> week of classes: No Refund of the Monthly Payment – No Further Charges Accrue.

Final Monthly Payment = \$1,000.00 (Balance Due \$0)

Withdraws or stops attending during or after the 34<sup>th</sup> week of classes: No Refund of the Monthly Prepayment – No Further Charges Accrue.

**Massage Therapy – Not Eligible for Financial Assistance (Payment Plan) Students (\$4,260.00)**

Down Payment = \$1,260.00 (Balance Due \$3,000)

- Withdraws prior to the first day of classes or never attends classes: **No Refund of Registration Fee - Full Refund of \$1,260 Down Payment Less \$250.00 Registration Fee = \$1,010.**
- Withdraws or stops attending during Week 2, 3 or 4: **No Refund of the Registration Fee \$250.00 + Kit and Books \$200.00 or Insurance Fee (STRF) \$12.50. Refund of 16% of the Down Payment (\$300.00). No Further Charges Accrue.**

First Monthly Payment = \$1,000 (Balance Due \$2,000)

Withdraws or stops attending during the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> week of classes: No Refund of the Monthly Payment – No Further Charges Accrue.

Second Monthly Payment = \$1,000 (Balance Due \$1,000)

Withdraws or stops attending during the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> week of classes: No Refund of the Monthly Payment – No Further Charges Accrue.

Third Monthly Payment = \$1,000 (Balance Due \$0)

Withdraws or stops attending during the 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup> or 17<sup>th</sup> week of classes: No Refund of the Monthly Payment – No Further Charges Occur.

**Esthetician – Not-Eligible for Financial Assistance (Payment Plan) Students (\$4,260.00)**

Down Payment = \$1,260.00 (Balance Due \$3,000)

- Withdraws prior to the first day of classes or never attends classes: **No Refund of Registration Fee - Full Refund of \$1,260.00 Down Payment Less \$250.00 Registration Fee = \$1,010.00.**
- Withdraws or stops attending during Week 2, 3 or 4: **No Refund of the Registration Fee \$250.00 + Kit and Books \$200 or Insurance Fee (STRF) \$10.00. Refund of 16% of the Down Payment (\$200.00). No Further Charges Accrue.**

First Monthly Payment = \$1,000 (Balance Due \$2,000)

Withdraws or stops attending during the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> week of classes: No Refund of the Monthly Payment – No Further Charges Accrue.

Second Monthly Payment = \$1,000 (Balance Due \$1,000)

Withdraws or stops attending during the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> week of classes: No Refund of the Monthly Payment – No Further Charges Accrue.

Third Monthly Payment = \$1,000 (Balance Due \$0)

Withdraws or stops attending during the 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup> or 17<sup>th</sup> week of classes: No Refund of the Monthly Payment – No Further Charges Occur.

**Manicurist – Not Eligible for Financial Assistance (Payment Plan) Students (\$1,252)**

Down Payment = \$752.50 (Balance Due \$500)

- Withdraws prior to the first day of classes or never attends classes: **No Refund of Registration Fee - Full Refund of \$500.00 Down Payment Less \$250.00 Registration Fee = \$250.00.**

Withdraws or stops attending during Week 2, 3 or 4: No Refund of the Registration Fee \$250.00 + Kit and Books \$300 or Insurance Fee (STRF) \$2.50. Refund of 7% of the Down Payment (\$50.00). No Further Charges Accrue.

First Monthly Payment = \$500 (Balance Due \$0)

Withdraws or stops attending during the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> week of classes: No Refund of the Monthly Payment – No Further Charges Accrue.

### **Return of Title IV Funds:**

**Return of Title IV:** Special note to students receiving Unsubsidized/Subsidized, PLUS Loans and Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **sixty percent (60%)** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned.

Unearned funds would be returned to the program in the order stated below;

1. Unsubsidized Loans Direct Loan
2. Subsidized Loans Direct Loan
3. PLUS (Parent) Loan
4. Pell Grant
5. Federal SEOG

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

If the calculation shows that the student owes funds to the grant programs, the liability of the student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by student. A student does not have to repay a grant overpayment of \$50 or less per program. These funds are due from the student within 45 days. If not paid in that time and if the student has not made arrangements with the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

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

Students, who receive federal financial aid Title IV, are entitled to a refund if they complete up to 60 % of the program. DAB will determine the earned and unearned portion of Title IV aid as of the date the student ceased attendance based on the students scheduled attendance. Up through the 60% point in each payment period or period of enrollment, a pro rata scheduled is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment a student has earned 100% of the Title IV funds he or she was scheduled to receive during that period.

For a student who withdraws after the 60% point in-time, there are no unearned funds. However, David's Academy of Beauty will determine whether the student is eligible for a post-withdrawal disbursement.

The Office of Student Financial Aid makes the refund and repayment calculations. Examples of refund calculations are maintained in the Office of Student Financial Aid and are available upon request.

If Title IV federal funds were used to pay institutional charges, any refund calculated must first be returned to the Title IV programs. The amount of the refund must be allocated to the Title IV programs in the following order:

- Unsubsidized Federal Direct Loan Program
- Subsidized Federal Direct Loan Program
- Any other Title IV program
- Other federal, state, private or institutional sources

**Note:** Only those programs administered by **DAB** are listed above. All students are required to attend an exit interview prior to the date they stop attending **DAB**. Group sessions are scheduled for graduating students. Students are responsible for calling to schedule their exit interviews and should ensure they schedule their appointments well in advance of their last day of attendance. Any refund due a student will be made either on the student's last day of attendance or mailed to the address provided.

Students who believe that individual circumstances warrant exception from published policy may send a letter of appeal to the director of Operational Accounting. Appeals will be reviewed and a decision made by the director of education.

**Note:** Any reference to the return of the Title IV federal aid is subject to change in order to comply with federal regulations.

### **CREDIT BALANCE**

If the Financial Aid awards to a student from all Title IV funds exceed the amount of the institutional charges, the excess amount is defined at the time of disbursement as a **credit balance**. The amount of the credit balance is due to the student within 14 calendar days from the date the credit balance is created by the Title IV disbursement. (This will be entered into the accounting system as a Credit Balance Check on behalf of the student.)

This only applies if the credit balance on the School's account was generated by crediting the student's account with Federal Funds from any of the Title IV Programs. Those programs are the FPell Grant, FSEOG grant and Federal Direct Loan programs.

### **Post Withdrawal Disbursement:**

If, at the time of withdrawal, DAB makes the determination that less aid was disbursed than the student was eligible to receive, a post-withdrawal disbursement will be offered. Post-withdrawal disbursements will continue to be offered within 30 days of the date DAB determined the student withdrew; the offer will be in writing and will identify the types and amounts of Title IV funds that make up the post withdrawal disbursement. Students or parents will be notified that they can accept or decline some or all of the post-withdrawal disbursement that has not been credited to the student's account to pay unpaid institutional charges. Post withdrawal disbursements to the student/parent will be canceled if no response is received to this notification within 14 days of initial notification. DAB may disburse this payment at a later date if the student or parent subsequently requests the payment. This payment will be processed within 90 days of the request in the current fiscal year; if not in the current fiscal year, the request will be denied. Notification will be provided to the student or parent in writing of DAB's decision to process or not to process the post withdrawal disbursement. Post-withdrawal disbursements will first be made from grant programs and then from student loan.

### **Student's Right to Cancel, Withdraw and Refund Policies**

**STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the seventh day after enrollment (**seven days from date when enrollment agreement was signed**), whichever is later.

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

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

A registration fee of \$ 250.00 is a **non-refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student.

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

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

The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.

The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.

The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA or the date of the student's notification.

### **Student Tuition Recovery Fund (STRF)**

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

- 1.) You are a student, who is a California resident and prepays all or part of you tuition either by cash, guaranteed student loans, or personal loans, and
- 2.) Your total charges are to be paid by any third-party payer such as an employer, government program or other payer, and you have a separate agreement to repay the third party.

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

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

(b.) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges: **"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.**

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

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

NOTE: Authority cited: sections 4803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code. **Course Cancellation:** If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

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

### **Notice Concerning Transferability of credits earned at our institution**

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

### **School Rules & Regulations**

- The financial aid officer or agency to which you submitted the application.
1. Notify the school of any information that has changed since School hours are Monday-Saturdays 8:30 am-5:00p.m. Occasionally students enrolled in the night classes will attend on Saturdays depending on the scheduled assigned during the enrollment.
  2. Time cards must be clearly legible. Students must punch only their own time cards.
  3. In case of illness or emergency on any day, the student must call in to the school supervisor to report his/her absence before 8:20 a.m. that morning.
  4. Students are required to be in class for roll call promptly at 8:30 a.m., in clean, prescribed uniform. Males & Female students must wear a school uniform. No shorts are permitted. Shoes must be closed toe and closed heel shoes (no canvas material type). A work type shoe is recommended due to the long periods of standing required in the occupation.
  5. Students appearing in school with their hair not set and neat will clock out. Beauty needs are to be done on the student's own time.
  6. A student, who is tardy (arriving to class 8:38 a.m. or later.), cannot clock in until theory class is over and may not attend theory class that day. Students will be able to clock in at 10:00am (after theory is over) Students who are habitually tardy (5) times in one month will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases. Students will take lunch between 11:30 a.m. and 1:30 p.m. and must be cleared by receptionist at the desk. Students should report to an instructor if they have not had lunch by 1:30 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility, and must be staggered
  7. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Students failing to do so will only receive credit for hours indicated by the time clock.

8. No student is allowed to clock out during college hours without permission from the supervisor. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day his/her time card must be left at the receptionist desk.
9. No gum chewing is allowed in the college at any time. Smoking is allowed in assigned areas only OUTSIDE of the building.
10. No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.
11. College business phones may not be used for personal calls.
12. Rigid adherence to the rules of sanitation and disaffection and personal hygiene is required at all times.
13. Students must their keep work station, in class or on the floor, clean and sanitary at all times.
14. A minimum of ½ hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
15. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.
16. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
17. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
18. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
19. Students are responsible for the return of college materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
20. Students must not gather around the receptionist desk, congregate in the offices, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
21. A student must attend college on all Fridays and Saturdays. Days before and after holidays are considered Saturdays. The college reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation of illness.
22. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend to expel a student who gossips, uses vulgar language or causes discord.
23. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted o class who is apparently under the influence of alcohol.
24. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be audited by the college office. Credit will be given for applied effort only; continuously engaged in training and study of the Branch of Cosmetology for which you are enrolled. All work must be checked by an instructor or credit will be given. Records must be neat and clear.
25. All students will be expected to maintain an average of 70% in theory and in all practical subjects. Probationary status will result in case of failure to do so.
26. Only products furnished by the college may be used unless otherwise approved by the supervisor.
27. Students are to park only in areas designated (by unmarked stall). During orientation class, you will be shown the parking areas, and where to park when the unmarked stalls are full.
28. Students must comply with all instructions, directions, order, etc., given by personnel relative to school activities. Insubordination will not be tolerated.'
29. Students must comply with college policy and state rules and regulations.
30. Due to absences, all assignments, tests and homework may be made up. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff...
31. Notify office immediately of any address or telephone change,
32. Absence of THREE days or more without notification shall be considered cause for suspension. Any student absent more than twenty one days without notifying the DIRECTOR will be automatically terminated.

These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a cosmetologist, manicurist, Massage Therapist or Esthetician. **Violation of school rules may result in suspension or termination.**

## **Student Rights and Responsibilities**

Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.

- Know and comply with all deadlines for applying and reapplying for the aid.
- Provide all documentation, corrections, and/or new information requested by either you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. When you sign promissory note, you are agreeing to repay your loan.

Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.

## **Financial Aid**

### **Delivery of Financial Aid**

David's Academy of Beauty is committed first to use financial aid to remove financial hardship and open access to post-secondary education opportunities. The Financial Aid Officer is to deliver student's financial aid in a timely manner and to ensure availability of financial aid for students without such assistance would not be able to pursue their education goals.

The Financial Aid Office adheres to the principles and practices by the US Department of Education (DOE), Bureau for Private Postsecondary Education (BPPE) and David's' Academy of Beauty policy.

### **Financial Aid Mechanism**

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

### **Compliance Statement**

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

### **The U.S. Department Of Education Title IV Student Financial Aid Programs**

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

#### **GRANT (FREE) AID (This aid does not have to be repaid)**

Federal PELL Grant Program (FPELL) \$5,550 maximum annual limit **(Does not require repayment)**  
Federal Supplemental Educational Opportunity Grant Program (FSEOG) is awarded based on schools policy. \*  
**(Does not require repayment)**

### **Student Eligibility Requirements**

To be eligible for financial aid, a student must:

- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;

- Be registered for selective service (if a male between the age of 18-25);
- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- Have a High School Diploma, (or its equivalent) a GED
- Agree to use any federal student aid received solely for educational purposes.

### **Applying for Financial Aid**

The Free Application for Federal Student Aid (FAFSA) is the application used to determine eligibility for financial aid available at DAB. Completing the FAFSA is the first step in the financial aid process. Once completed by the student the financial aid officer inputs the information in the RGM system or the student will complete the input on the FOTW, then it's transmitted to Central Processor System (CPS) Department of Education (DOE).

Once the student information is entered into the system it goes into a formula state in the Higher Education Act of 1965, as amended, and the result is the student's Expected Family Contribution, (EFC). This represents the amount the student's family is expected to contribute toward the cost of his/her education. The information is sent back to DAB via RGM system or CPS, the final report is called Institution Student Aid Report (ISIR or SAR).

DAB uses the information to prepare a financial aid package to help the student meet his or her financial need. Financial Need is the difference between the student's EFC and DAB cost of attendance (which means living expenses). There are special circumstances that should be taken into account, such as loss of employment, medical or dental expenses, or a significant change in income from one year to the next. A Professional Judgment is strongly encouraged to be used when facing special circumstances.

Students may apply prior to the first day of class for timely processing. The Financial Aid Officer verifies all applications that are flagged for Verification by the Central Processing Center.

The Financial Aid Officer determines eligibility for financial aid, the officer notifies eligible students of expected awards by enrollment agreement and/or by Award Letter. The Award Letter is provided for student's information and is required to be signed by the student; a copy is maintained in the student file.

A Student is not eligible for Financial Aid funds if he or she:

- ❖ Is in default on a student loan or owes a repayment or is liable for an overpayment
- ❖ Has borrowed in excess of the annual or aggregate loan limits

Financial Aid is awarded on the basis of need (except for unsubsidized and Plus loans; The U.S. congress establishes a formula that is used to determine the Expected Family Contribution EFC), an amount the student and the family are expected to contribute towards education; the following formula is applied to determine financial aid need.

### **FINANCIAL AID PAYMENT**

In order to receive payment of Federal Financial Aid funds, a student must be making satisfactory academic and attendance progress, must be in attendance and must be in the proper payment period for the disbursement.

Please note that a school may be placed on REIMBURSEMENT PAYMENT METHOD with Cash Monitoring 2 (HCM2) by FSA. Under the HCM2 funding control, the FSA School Participation Team (SPT) initiates a drawdown through the G5 System on behalf of a school and direct cash payments are deposited in the school's bank account based on actual disbursements submitted to and accepted by the COD System and released by the FSA School Participation Team.

## **REIMBURSEMENT PAYMENT METHOD**

### HEIGHTENED CASH MONITORING 2 (HCM2)

Currently DAB is being monitored by HCM2. Therefore After the school makes disbursements to eligible students; it submits the documentation specified by the Department. Please note that the Department may tailor the documentation requirements for a school on a case –by-case basis.

DAB must first disburse FSA program funds to eligible students and parents before it can request those funds from the Department. As part of its request, the school must:

- a) Identify the students and parents for whom it is seeking reimbursement.
- b) Submit documentation demonstrating that each student and parent included in the request was eligible to receive, and received, FSA funds.

After the reimbursement is approved, the Department transfers electronically the appropriate amount of FSA funds to the bank account in which the school maintains its Federal funds.

### **Verification**

David’s Academy of Beauty is governed by Title IV student financial aid regulations that require institutions to verify reported application data in certain instances. To comply with these regulations and to ensure student applications with the greatest potential for errors all data is reviewed and documented.

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

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

**WHO MUST BE VERIFIED:** The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

**VERIFICATION EXCLUSIONS:** Applicants excluded from verification include:

- Death- Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration- Applicant is incarcerated at the time the verification is to be performed.
- Certain immigration status- Applicant arrived in the U.S. during calendar years 2009 and 2010.
- Certain spouse/parent status: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
- Completed verification- If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:  
Letter stating that the verification process was completed  
Copy of the application data that was verified, and  
If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.  
A completed Financial Aid transcript.
  - Pacific Island residency status- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address
  - No funds disbursed- The applicant will not receive federal aid funds,

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

- Total number of persons in the household.
- The number of members of household enrolled at least half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2010).
- U.S. income tax paid for the base year (2010).

• Certain untaxed income and benefits for the base year if certain conditions would apply include:

Social Security benefits.

Child support.

Untaxed payments to IRA or Keogh

Foreign income

Earned income credit

Interest on tax free bonds

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

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

**TIME PERIOD FOR PROVIDING DOCUMENTATION:**

Applicants must provide the required documentation within 60 days from the last day of attendance. DAB verifies all applications that are flagged for verification by the Central Processor.

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

\* Number of family members in the household

\* Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.

\* Change in dependency status.

Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.

Campus-based applicants whose dependency status changes during the Award Year must have their FC recalculated. This process does not apply if the change occurs due to marriage.

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

**CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S):**

If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

The student may continue training on a cash payment basis.

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

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

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

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

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

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

### **Cost of Attendance**

DAB uses the annual budgets published by the California Student Aid Commission 2011-2012 Student Expenses Budget to determine the student's cost of attendance.

Budget for 2011-2012 Award Year

Tuition and Fees	Actual Institutional Cost		
Student Living with parents per month		Student living off campus per month	
Books and Supplies	Actual Institutional Cost	Books and Supplies	Actual Institutional Cost
Food	486.00	Food	389.00
Housing	389.00	Housing	818.00
Transportation	119.00	Transportation	134.00
Personal/Misc.	346.00	Personal/Misc.	317.00

Child/Dependent Care: Reason expenses with adequate documentation provided by the student depending upon age and number of children.

Loan Fees: For student loan borrower's actual or average loan origination and insurance fees.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

Based on last year's data, the institution expects an enrollment of 70 new students meeting the "exceptional need" criteria to be enrolled during the 7/1/12 to 6/30/13 period. Therefore, the awards to those students will be \$200 through the entire period. As of July 1, 2012, the first selection of SEOG recipients will be made from students with "exceptional need". Students with "exceptional need" are defined by this institution as students that have an expected family contribution (EFC) of Zero (00000) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June).

Federal Supplemental Opportunity Grant (SEOG), The Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded to undergraduates having exceptional financial need, with priority given to Federal Pell Grant recipients with the lowest expected family contribution (EFC). The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30). If FSEOG funds are still available, a second priority will be given to Non-Pell recipient student with the lowest Expected Family contributions enroll during the last three months.

Due to the limited amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid. In general, the federal share of Federal Supplemental Educational Opportunity Grant (FSEOG) awards made to students may not exceed 75% of the total FSEOG awards made by DAB.

Therefore, DAB's policy to select FSEOG recipients is as follows: DAB has a continuing enrollment process in which students may start each Monday of each week or Tuesday when Monday is an observed Holiday. In order to ensure a fair distribution of funds through the entire award year, DAB will make SEOG awards using data from the year presiding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available. The nonfederal share requirement of 25% is deposited into the Federal Funds Account. Both selections will be made from students, whose file has been completed, with no issues pending regarding the students' eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year.

Direct Loan Program, to provide an alternative source of funding DAB discourages casual borrowing of federal loans, when possible to prevent students from incurring debit over their educational careers. DAB reserves the right to refuse to certify a loan when it determines the student demonstrates unwillingness to repay.

### **Confidentiality**

Only Financial Aid Office personnel have access to hard copies of student files. Information about a student's aid applications and records are transmitted only to authorized personnel as necessary to administer student awards and manage the programs.

Staff respond to individual inquires about student applicant information with direct information and only unless pre-authorized to release individual information in writing by student/parent. Students are requested to visit the FAO in person; confidential parent application information is not released to the student without a parental agreement to release.

### **Admissions Disclosure**

We are required by federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution does not excuse you (the borrower) from repayment of any Stafford loan made to you (the borrower) for enrollment at this institution.

### **GED Availability**

If you do not already hold a high school diploma or G.E.D. certificate and have been admitted into our program of study under the institution's ability to benefit procedures, David's Academy of Beauty, want you to know and encourages you to receive additional lifelong benefits from successfully completing the G.E.D training and taking the GED exam.

Special preparation for the G.E.D. is available locally through any of the local schools and/or community groups listed below. The program listed below, to the best of our knowledge, has proven to be successful in helping students pass the G.E.D. exam.

EL MONTE ADULT SCHOOL, GED TESTING SITE  
10807 RAMONA BLVD., EL MONTE, CA 91731  
(626)258-5800

### **Consumer Information**

In an effort to assist the student in making a more informed decision about enrolling, David's Academy of Beauty provided the following disclosures on paper as addendum to the student catalog, and on its website [www.davidacademyofbeauty.com](http://www.davidacademyofbeauty.com) In many cases most of the Federal Disclosures can also be found in the catalog.

### **California State**

\*Institutional Performance Fact Sheet

**Federal Disclosures:**

Right to know act

Gainful Employment Disclosure

Crime Statistics Report and procedures – clery Act

\*Constitution & Citizenship Day (Sept 17<sup>th</sup>)

Drug and alcohol abuse policy

FERPA

\*Textbook Disclosure

GED class availability

\*Copyright protection policy

\*Admissions disclosure form

\*Voting Information

\* The Federal Disclosures are attached as addendum to this student catalog and can also be found on DAB

Website at [www.davidsacademyofbeauty.com](http://www.davidsacademyofbeauty.com)

**Student Right-to-know**

To help you make a good decision about whether to sign up for our institution wants you to know that, according to its latest information:

**Disclosure date: July 01, 2011**

**Data for cohort year ending: August 31, 2011**

<b>Student Right-to-Know Rates:</b>	<b>Men</b>	<b>Women</b>	<b>Total</b>	<b>Rates</b>
1a Initial cohort	12.00	75.00	87.00	
1c Allowable exclusions	0.00	0.00	0.00	
1e Final cohort	-	-	87.00	
2a Completers of < 2-yr programs	10.00	56.00	66.00	
3a Transfer-out students	0.00	0.00	0.00	
4 Completion or graduation rate	-	-	-	76.00%
5 Transfer-out rate	-	-	-	0.00%
7 Retention rate (students in 1a that did not withdraw)				100%
8 Placement rate (students in 2a placed in the field of training)				0.00%

**Line 2a above (full time undergraduates) breaks down into this:**

Ethnicity	Pell Recipients		Subsidized loan recipients without Pell		Neither of the aid programs	
	Male	Female	Male	Female	Male	Female
American Indian or Alaska Native	0	0	0	0	0	0
Asian	6.00	14.00	0	0	4.00	39.00
Black or African American	0	0	0	0	0	0
Native Hawaiian or	0	0	0	0	0	0

Other Pacific Islander						
Latinos	0	1.00	0	0	0	1.00
White	0	1.00	0	0	0	0

### **Gainful Employment Program Disclosures**

Effective July 1, 2011 according to 34 CFR 668.6(b) requires institutions to provide information regarding their GE programs to perspective students.

This information is to be used in addition to the Consumer Information Handbook

1<sup>st</sup> Requirement-The Name and the US Dept. of Labors Standard Occupational Classification (SOC) code of the occupations that the program prepares students to enter along with links to the occupational profiles on the US Dept. of Labors O\*NET website or its successor

Accrediting agency or State Agency to which the institution provided most recent placement rate

**National Accrediting Commission of Career Arts and Sciences (NACCAS)**

Institutional OPEID Number

03-6143

COS U.S.E.D. requires this data to be disclosed on the institutional website (please see DAB website address below) and on paper (please see gainful employment information per program pages 39 – 43, in this catalog)

**WEBSITE:** [www.davidacademyofbeauty.com](http://www.davidacademyofbeauty.com)

### **Cosmetology**

Program CIP Code: 39-5012

Applicable SOC Codes: 39-5010 (Please visit [www.bls.gov/oes/current/oes395012.htm](http://www.bls.gov/oes/current/oes395012.htm))

Program Level: Certificate

Program Length: 15

Tuition and fees for entire program: \$10,277.50

Books and supplies for entire program: \$600

Room and Board on Campus: NA

Institution Offers Housing : N/A

\*figures based on 2010 - 2011 academic year for in-state, off-campus residents

DAB participates in Direct Loan programs only, no private loans.

Program Success:

Number of students that complete the program between 07/01/2010 -06/30/2011 is: **25**

Program completion in normal time

Normal time in months to complete: 15

Completing in normal time (by course definitions) **21 (84% of 25)**

Completing in normal time (by student schedule) Pending **3 (12% of 25)**

Program Outcomes:

Job Placement Rate: **5 (20% of 25)**

Job placement rate as reported by: Institutional Reporting Period **07/01/2010 -06/30/2011**

Notes for program outcomes, such as employers that have hired from this program.

Related Occupations:

Hairdressers, Hairstylists, Cosmetologists, Skin Care Specialists

Makeup Artists, Theatrical and Performance, Manicurists and Pedicurists

## Esthetician

Program CIP Code: 12.0409

Applicable SOC Codes: 39-5094 (Please visit [www.bls.gov/oes/current/oes395094.htm](http://www.bls.gov/oes/current/oes395094.htm))

Program Level: Certificate

Program Length: 5

Tuition and fees for entire program: \$3,635.00

Books and supplies for entire program: \$400.00

Room and Board on Campus: NA

Institution Offers Housing : N/A

\*figures based on 2010-2011 academic year for in-state, off-campus residents

Number of students that complete the program between 07/01/2010 -06/30/2011 is: 2

Program completion in normal time

Normal time in months to complete: 5

Completing in normal time (by course definitions) 0 (0% of 2)

Completing in normal time (by student schedule) Pending 1 (50% of 2)

Program Outcomes:

Job Placement Rate: 0 (0% of 2)

Job placement rate as reported by: Institutional Reporting Period **07/01/2010 -06/30/2011**

Notes for program outcomes, such as employers that have hired from this program.

Related Occupations:

Skin Care Specialists

## Massage Therapy

Program CIP Code: 51.3501

Applicable SOC Codes: 39-9010 (Please visit [www.bls.gov/oes/current/oes395011.htm](http://www.bls.gov/oes/current/oes395011.htm))

Program Level: Certificate

Program Length: 6

Tuition and fees for entire program: \$3,885.00

Books and supplies for entire program: \$150.00

Room and Board on Campus: NA

Institution Offers Housing : N/A

\*figures based on 2010-2011 academic year for in-state, off-campus residents

Number of students that complete the program between 07/01/2010 -06/30/2011 is: 39

Program completion in normal time

Normal time in months to complete: 6

Completing in normal time (by course definitions) 32 ( 82.05 % of 39 )

Completing in normal time (by student schedule) Pending 14 (35.90% of 39)

Program success notes if applicable

Program Outcomes:

Job Placement Rate: 31 (79.49% of 39)

Job placement rate as reported by: Institutional Reporting Period **07/01/2010 -06/30/2011**

Notes for program outcomes, such as employers that have hired from this program.

Related Occupations:

- Health Specialties Teachers, Postsecondary
- Massage Therapists

## Manicurist

Program CIP Code: 12-0410

Applicable SOC Codes: 39-5093 (Please visit [www.bls.gov/oes/current/oes395092.htm](http://www.bls.gov/oes/current/oes395092.htm))

Program Level: Certificate

Program Length: 4

Tuition and fees for entire program: \$952.50  
 Books and supplies for entire program: \$300.00  
 Room and Board on Campus: NA  
 Institution Offers Housing: N/A

\*figures based on 2010-2011 academic year for in-state, off-campus residents

Program Success: Number of students that complete the program between 07/01/2010 -06/30/2011 is: 4

Program completion in normal time

Normal time in months to complete: 4

Completing in normal time (by course definitions) 3 (75.00% of 4)

Completing in normal time (by student schedule) 0 (0% of 4)

Program success notes if applicable

Program Outcomes:

Job Placement Rate: 3 (75.00% of 4)

Job placement rate as reported by: Institutional Reporting Period **07/01/2010 -06/30/2011**

Notes for program outcomes, such as employers that have hired from this program.

Related Occupations:

- Manicurists and Pedicurists

### **Campus Security Act Disclosure Statement – Clery Act**

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/10 to 12/31/10

Report Distribution Date: October 1, 2011

Occurrences within the 2008, 2009, and 2010 Calendar Years

Crimes Reported	2008	2009	2010	Location:	* Hate Crime?
				C=Campus N=Non-campus P=Public Area	
A Murder (Includes non-negligent manslaughter)	0	0	0	C	0
B Negligent manslaughter	0	0	0	C	0
C Sex offenses (forcible & non-forcible)	0	0	1	N	0
D Robberies	0	0	3	N	0
E Aggravated assaults	0	0	8	N	0
F Burglaries	0	0	9	N	0
G Motor Vehicle Thefts (on Campus)	0	0	0	C	0
H Arson	0	0	0	C	0

Number of arrest made for the following crimes				Referred for campus disciplinary action? (Yes) (No)
I Liquor Laws	0	0	0	N
J Drug laws	0	0	0	N
K Weapons Possession	0	0	0	N

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

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

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

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
  - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the

- police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
- b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
  - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Although missing student contact information would be considered part of a student's education records under FERPA, section 485(j) of the HEA requires that students be provided the option to register "confidential" contact information. Under section 485(j) of the HEA, only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this confidential contact information. This means that an institution may not disclose a student's confidential contact information to a student's parent or guardian or any other person other than authorized campus officials and law enforcement officers who are conducting a missing person investigation. We view a student's identification of a contact person pursuant to section 485(j) of the HEA and 34 CFR § 668.46(h) as the student providing permission for law enforcement personnel to contact the identified individual under the circumstances identified in these statutory and regulatory provisions.
6. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
- a. Do not leave personal property in classrooms.
  - b. Report any suspicious persons to your institutional official.
  - c. Always try to walk in groups outside the school premises.
  - d. If you are waiting for a ride, wait within sight of other people.
  - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
  - f. The Crime Awareness and Campus Security Act are available upon request to students, employees (staff and faculty) and prospective students.
  - g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
  - h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
7. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.

8. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
9. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
10. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
11. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*
12. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest.

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

MERCEDES MARTINEZ, FINANCIAL AID DIRECTOR  
10229 LOWER AZUSA RD., TEMPLE CITY, CA 91780; (626)443-0900

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

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

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

**This institution does not provide on-campus housing.**

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

**The following website provides sex offenders information in our area**

**[http: www.city-data.com/so/sotemple-city-california.html](http://www.city-data.com/so/sotemple-city-california.html)**

**Constitution Day and Citizenship Day**

David’s Academy of Beauty holds a 2 hour class for the student body on Constitution Day and Citizenship Day, this is a combined annual event observed in the United States on September 17. This event commemorated the formation and signing of the Constitution of the United States on September 17, 1787. It also recognizes all who, by coming of age or by naturalization, have become US citizens. When Constitution Day falls on a weekend or another holiday, DAB will hold the event during the preceding or following week.

**Drug Free Workplace Policy**

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

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

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

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

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

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

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

Entity Name	Aegis Medical System Inc.	BHC Alhambra Hospital Inc.
Street Address	11041 Valley Blvd	4619 North Rosemead Blvd.
City, State and Zip	El Monte, CA 91731	Rosemead, CA 91770
Phone number	(626) 442-4177	(626) 286-1191

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

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

### **Voting Information**

DAB provides voters registration forms which are available in the school lobby. Students may also download information and voter registration forms from the following website: [www.sos.ca.gov](http://www.sos.ca.gov)

### **Copyright Protection Policy**

Unauthorized duplication of copyrighted material including computer software violates the law and is contrary to DAB standards of conduct. DAB disapproves of such copying and disciplinary action will be taken if any student is found to be in violation of this policy.

### **Faculty and Staff**

David's Academy of Beauty takes pride in ensuring that we offer the best education possible. We are aware that this all starts with the faculty. Here we'd like to take the time to introduce to you the faculty of David's Academy of Beauty. Our core faculty is present daily in the classrooms and in the clinics. However, this core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all cosmetology, manicuring, and skin care professions.

**David Mojadidi – Director** - The Board of Directors of **DAB** recognized that David was an administrator who could rapidly capture requirements and implement organizational adjustments to ensure the optimum education for **DAB** students, an ever increasing success rate on state board examinations, compliance with regulatory requirements and the highest rate possible on placement of **DAB** Graduates. David was selected because he is trusted, he is a hard worker and he leaves no stone unturned in his quest to make DAB the provider of the best education for the most reasonable price; education that leads to employment.

**Lettizia Meza – Manager**. Ms. Lettizia Meza holds a valid Cosmetology License and an Instructor of Cosmetology License in the state of California and has 7 years' experience as Cosmetologist. In addition Ms. Meza holds a current certificate in Fundamentals of Title IV Administration.

**Mercedes Martinez - Financial Aid Officer** In 1980, Mercedes graduated with Bachelor of accounting from El Salvador. In 1989, she graduated in computer data entry from Western Career College. She is fluent in both English and Spanish. She has attended the required courses for Financial Aid Officers (FAO) given by Department of Education. She joined David's Academy of Beauty in 2011. She has over 19 years of experience working as a FAO processing applications for federal aid funds, creating and disbursing student loans.

**Farieh Mojadidi – Placement Coordinator**. Ms. Farieh has three (3) years' experience working with cosmetology schools a Placement Coordinator. At the same time she works together with our staff to find a job for students after Graduation, Making sure that All Our students can be placed.

**Grace Law – Admissions Advisor** – Ms. Law has served as an Admissions Advisor since May 2011. She speaks fluent Chinese (Mandarin & Cantonese), English and Burmese. Ms. Law also possesses a valid Cosmetology License from State of California.

**Hanna Ge – Admissions Advisor** – Ms. Ge has served as an Admissions Advisor since January 2011. Ms. Ge is Bi-lingual (English & Chinese).

**Mei Y. Wong - Massage Therapeutic Instructor**. Ms. Mei Y. Wong is a licensed Massage Therapist Instructor. Owned beauty spas in Hong Kong and worked as Massage Therapist/Instructor in Shanghai for over 20 years. She developed her own style of "Wong's Therapeutic Massage." Ms. Mei Y. Wong has over 20 years' experience as Massage Therapist.

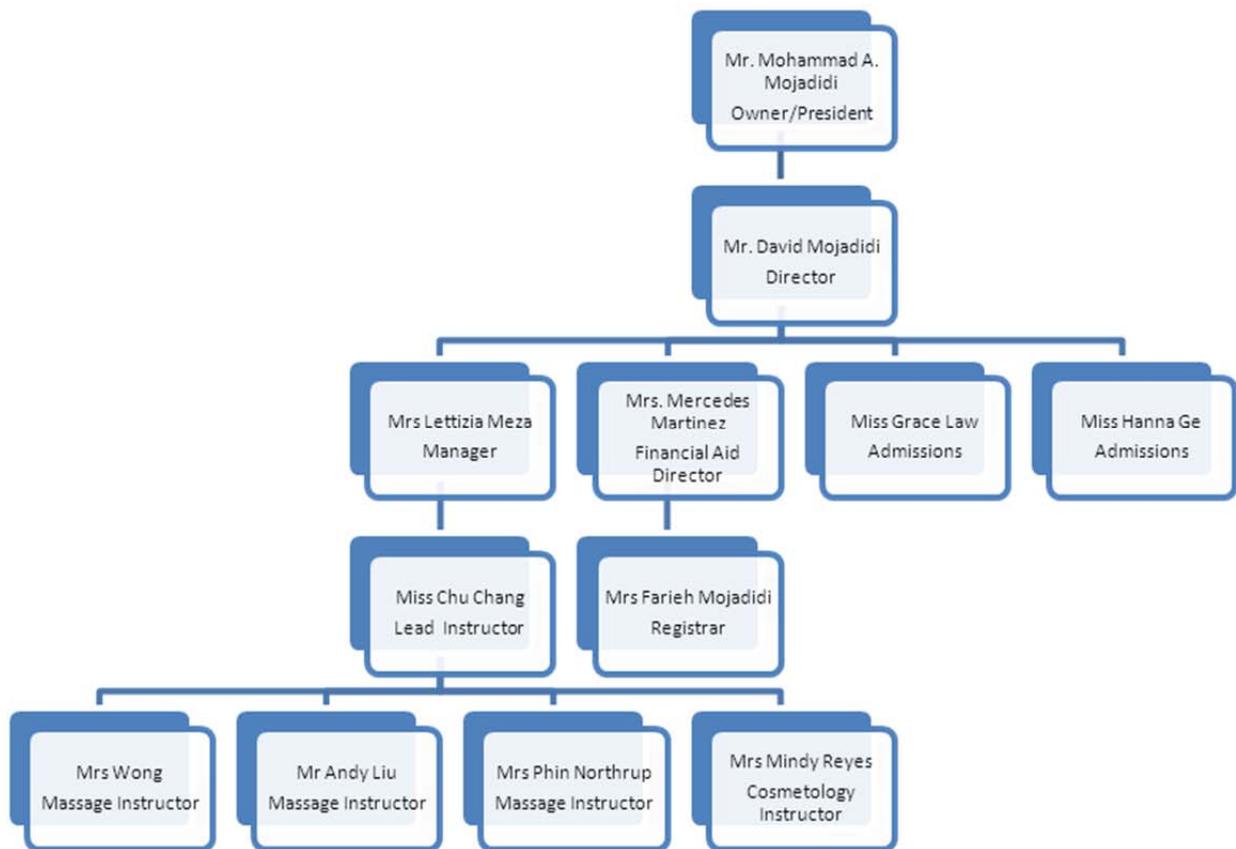
**Chu Chang - Lead Instructor** Ms. Chu Chang holds a license as Massage Therapist and has two (2) years' experience in teaching and three (3) years as Massage Therapist.

**Xiangdong (Andy) Liu - Massage Therapeutic Instructor.** Mr. Xiangdong Liu holds a license in Los Angeles as Massage Therapist and has two (2) years' experience in teaching and four (4) years as Massage Therapist.

**Arminda Mindy Reyes - Cosmetology Instructor.** Ms. Mindy Reyes holds a valid Cosmetology License and an Instructor of Cosmetology License in the state of California and has four (4) years' experience teaching cosmetology and 20 years' experience as Cosmetologist.

**Alpino Aguirre - Cosmetology Instructor** – Mr. Aguirre possesses a valid State Of California Cosmetology License with 9 years of experience working in Carlton Salons as a Hair Colorist; He has also worked as Technical Educator for Salem Cosmetics. Mr. Aguirre is also bi-lingual (English & Spanish)

### DAVID'S ACADEMY OF BEAUTY ORGANIZATIONAL CHART



**Definitions related to financial aid:**

The following definitions correspond to some common terms used within the financial aid terminology:

**ACADEMIC YEAR:** A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours/24 Semester credit hours/36 Quarter credit hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours/12 semester credit hours/36 quarter credit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours/Semester credit hours/Quarter Credit Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

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

**COST OF ATTENDANCE:** Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

**CREDIT BALANCE:** A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. The institution shall pay no later than 14 days after the balance occurred after the first day of classes of a payment period or no later than 14 days after the first day of class of a payment period if the credit balance occurred on or before the first day of classes of that payment period.

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

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

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

**FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:** You must be one of the following to receive federal student aid:

U.S. Citizen

U.S. National

U.S. permanent resident who has an I-551 or I-551C (Alien Registration receipt card).

Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:

Refugee

Asylum Granted

Parole for a minimum of one year that has not expired

T-Visa holder (T-1, T-2, T-3etc)

Cuban-Haitian entrant

Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking"

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

F1 or F2 student visa

J1 or J2 exchange visitor visa only

G series visa (pertaining to international organizations)

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

1. (45) Were you born before January 1, 1988?
2. (46) As of today, are you married? (Separated but not divorced)
3. (47) As of July 1, 2011 will you be graduate or professional student?
4. (48) Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
5. (49) Are you a veteran of the U.S. Armed Forces?
6. (50) Do have children who will receive more than half of their support from you between July 1, 2011 and June 30, 2012?
7. (51) Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2012?
8. (52) At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?

9. (53) As determined by a court in your state are you or were you an emancipated minor?
10. (54) As determined by a court in your state of legal residence, are you or were you in legal guardianship?
11. (55) At any time on or after July 1, 2010, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. (56) At any time on or after July 1, 2010, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
13. (57) At any time on or after July 1, 2010, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

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

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

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

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

#### **Recoveries**

Recoveries resulting from unearned Title IV funds are due from the student and must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grants programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within the 45 days and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

#### **Refunds**

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

#### **Transfer Student**

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