



“Your Success is Our Commitment”

2012-2013

SCHOOL CATALOG

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San Fernando CA.91340
(818) 361-5501*

academyofeandc@verizon.net

www.academyofestheticsandcosmetology.com

Academy of Esthetics and Cosmetology

1242 San Fernando Rd
San Fernando CA.90640
818-361-5501

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ALL INSTITUTIONAL, STATE, ACCREDITING AGENCY AND FEDERAL AGENCY RULES AND REGULATIONS PUBLISHED IN THIS CATALOG MUST BE FOLLOWED BY ALL STUDENTS REGARDLESS OF THE FINANCIAL PROGRAM THEY ARE ENROLLED UNDER.

APPROVAL DISCLOSURE STATEMENT*

ACADEMY OF ESTHETICS AND COSMETOLOGY, was granted institutional approval from the Bureau for Private Post Secondary Education 2535 Capital Oak Drive, Suite 400 W. Sacramento, CA 95798-0810 pursuant to California Education Code Section 94915. The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post secondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be re-approved every three years and is subject to continuing review. Approved are the courses:

COSMETOLOGY	(1600 Clock Hours)	(D.O.T. # 332.271-010, CIP #12.0401)
MANICURING	(400 Clock Hours)	(D.O.T. # 331.674-010, CIP # 12.0410)
ESTHETICIAN	(600 Clock Hours)	(D.O.T. # 332.271-010, CIP #12.0409)
MASSAGE THERAPY	(600) Clock Hours)	(D.O.T. # 334.374-010, CIP #51.3501)
COSMETOLOGY INSTRUCTOR	(600 Clock Hours)	(D.O.T. # 075.127.011, CIP #12.0413)

Instruction is in residence with the facility's occupancy level accommodating 60 students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. FEDERAL PELL GRANT, FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT, FEDERAL DIRECT LOAN PROGRAM (US DOE), FEDERAL STAFFORD STUDENT LOAN PROGRAM, FEDERAL SUPPLEMENTAL LOAN FOR STUDENTS, FEDERAL PARENT LOAN (PLUS), DEPARTMENT OF REHABILITATION AND VETERAN'S ADMINISTRATION.

The following are state programs, bureaus, departments or agencies which set minimum standards for our program of studies in accordance with Education Code Section 94316.12: BOARD OF BARBERING AND COSMETOLOGY

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to, Directors— Ms. Luz Aviña

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

A student or any member of the public may file a complaint about this institution with the Bureau for private Postsecondary Education by calling too-free 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's website, www.bppe.ca.gov.

Unresolved complaints may be directed to either:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

Physical Address: -----

**2535 Capitol Oaks Drive, Suite 400
W. SACRAMENTO, CA 95798-0818**

TELEPHONE (916) 431-6959 Main Fax: (916) 263-1897

Mailing Address www.naccas.org

P.O. Box 980818

W. Sacramento, CA 95798-0818

www.bppe.ca.gov.

NACCAS

**4401 Ford Ave. Suite 1300
Alexandria, VA 22302**

TEL (703) 600-7600 FAX (703)379-2200

BOARD OF BARBERING AND COSMETOLOGY

P.O BOX 944226

SACRAMENTO CA 94244-2260

TEL: 916-445-7061 FAX: 916-445-8893

www.barbercosmo.ca.gov

U.S DEPARTMENT OF EDUCATION

50 UNITED NATIONS PLAZA ROOM 268

SAN FRANCISCO CA 94102

TEL 415-556-4295 FAX 415 437-2826

www.ED.gov

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818 W. Sacramento, CA 95798-0818. Tel: 916-431-6959 or on the website: www.bppe.ca.gov

School is a private institution approved to operate by the bureau in accordance with Section 94802.

All information in the contents of this school catalog is current and correct and is so certified as true by:

Ms. Luz Aviña

Director

Copyright Protection Policy:

FROM THE PRESIDENT OF ACADEMY OF ESTHETICS AND COSMETOLOGY

Dear Student,

Welcome to **Academy of Esthetics And Cosmetology**., and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry.

At **Academy of Esthetics And Cosmetology**, we offer you the basic training needed to pass the Board of Barbering and Cosmetology examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success.

It is a pleasure to have you join us at **Academy of Esthetics And Cosmetology**. My goal is to aid you in discovering your ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

Ms. Luz A. Aviña
President

EDUCATIONAL OBJECTIVES/MISSION STATEMENT

At **Academy of Esthetics And Cosmetology**, our educational objective and mission is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the licensing exams and to prepare graduates to seek and find employment in the beauty industry. Our graduating students should be able to function effectively in one of the many specialty areas such as: **Hair Stylist, Hair Colorist, Manicurist, Make-up Artist or as a Beauty Salon Operator. Normal progression should move him or her to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, Supervisor Director, or School Owner.**

HISTORY AND FACILITIES

ACADEMY OF ESTHETICS AND COSMETOLOGY was founded in 2003 and acquired by Ms. Luz Aviña, Irma Silva and Ivet Silva in 2002. Since 2004, Academy of Esthetics and Cosmetology has established itself as a progressive and respected vocational training institution. Our facility is a spacious (3,790 sq. ft.) air-conditioned, two story building, which offers separate classrooms, and 'on campus' administrative and financial aid offices. The laboratory area provides the students with modern equipment and a variety of professional supplies that enhances their 'hands on' practice and product knowledge. Students also learn reception desk skills, such as answering the telephone and operating the cash register as a required part of their training and to prepare them for this aspect of salon activity. Our objective is to help the student become "salon-ready". In addition to our pleasant laboratory environment, the school provides the student with lockers, individual workstations and a student lounge for the students' use with eating and rest areas. Other educational and supportive features include: Video library (over 125 educational videos), skin care room with dermal lights, dermal scope, steamer and 5 large facial beds, testing room and three restrooms.

STUDENT TUITION RECOVERY FUND STATEMENT

California law requires that, upon enrollment, a fee be assessed the institution in relation to the cost of tuition (Education Code Section 94343). These fees support the Student Tuition Recovery Fund (STRF), a special fund created by the California Legislature to relieve or mitigate economic losses suffered by California Resident students who might otherwise experience a financial loss as a result of untimely school closure of certain schools regulated by the BPPVE. Institutional participation is mandatory.

Eligibility for STRF is for California Residents whom suffered any of the following:

- a) The school closed before the course of instruction was completed.
- b) 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 material for which a charge was collected within 180 days before the closure of the school

Students must pay the state-imposed assessment for the STRF if all the following applies to you:

- a) you are a student who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and b) your total charges are not paid by any third-party such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

- a) You are not a California resident, or b) 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.

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or canceled checks. They are encouraged to document the total amount of tuition paid and records that will show the percentage of the course which has been completed. Such records may substantiate a claim for reimbursement from the STRF, which must be filed within sixty days following school closure.

STRF fees are \$2.50 per \$1,000 of tuition.

**Office of Bureau for Private Postsecondary Education
PO Box 980818
West Sacramento, CA 95798-0818
Tel: 916-574-7720
Fax 916-431-6959
Email: bppe@ca.gov**

FOR HANDICAPPED STUDENTS

Access for handicapped students to the institution's facilities is available at the college. This institution does offer programs for the handicapped student depending on the physical ability of the handicapped student.

ACCREDITATION

This institution is accredited by:

THE NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS & SCIENCES
4401 Ford Ave., Suite 1300 Alexandria, VA. 22302
(703) 600-7600

NACCAS is an agency recognized by the United States Department of Education for Cosmetology Accreditation. As an accredited institution, qualified students may apply for and receive financial assistance for tuition and other costs.

STATEMENT OF NON-DISCRIMINATION

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

FIRE SAFETY DISCLOSURE

ACADEMY OF ESTHETICS AND COSMETOLOGY conducts fire drills every three months. Fire extinguishers are serviced yearly or as needed. Our campus is equipped with fire sprinklers throughout the whole campus and our serviced yearly or as needed.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS EARNED

The transferability of credits you earn at ACADEMY OF ESTHETICS AND COSMETOLOGY is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the hours you earn in ACADEMY OF ESTHETICS AND COSMETOLOGY is also at the complete discretion of the institution to which you may seek to transfer. If the hours that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ACADEMY OF ESTHETICS AND COSMETOLOGY to determine if your hours/credits will transfer.

ADMISSION POLICY

Enrollees are admitted as regular students once one of the following criteria has been met:

A) Applicant must provide a copy of his/her High School Diploma, GED, California State Proficiency Test or its equivalent, and pass an admissions test (Wonderlic IV Aptitude Test, published by Wonderlic) with a minimum score of **17 or higher**. For a student that has immigrated to the United States and cannot provide an actual copy of the High School Diploma or its equivalent, the applicant will be required to write a statement certifying the completion of High School or its equivalent. The statement must include name of high school, city, state and country where the high school is located, date of graduation and the reason why records may not be available.

B) Non High-School or students lacking the High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the Board of Barbering and Cosmetology and pass an Ability to Benefit exam prior to admission. Students admitted under this criteria, will be required to pass one of the Ability-to-Benefit tests approved by the US Department of Education administered by an independent proctor. Students subject to these criteria are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently, our school is using the Wonderlic 'VS-I/QS-I and is approved by the Secretary of Education, Washington, DC. With a passing scores of: VS-I SECTION (200) or higher and QS-I SECTION of (210) or higher and this tests will be administered by an independent agency. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available and the independent tester will explain and provide you with the re-testing procedures.

C) Teacher training applicants must have the High School diploma or its equivalent in addition to a valid cosmetology license.

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

The institution shall provide, upon request the school brochure to the prospective student prior to enrollment. In addition, if the institution has a program-specific student brochure for the program in which the prospective student seeks to enroll the institution shall provide the program-specific student brochure to the prospective student prior to enrollment. An institution shall disclose the requested brochures to any interested person.

NOTICE OF AVAILABLE G.E.D. TRAINING

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, **Bridges Academy of Beauty** wants 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 programs listed below, to the best of our knowledge, have proven to be successful in helping students pass the G.E.D. exam.

Entity Name	Barstow Adult Education
Street Address	430 S 1ST Ave
City, State and Zip	Barstow
Phone number	(760) 255-6131

RE-ENTRY POLICY

All students who withdraw may re-enter into the program without the loss of State Program credit hours, provided it is within 5 years from the date of their withdrawal (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. Re-enrolment for withdrawn students is 6 months after last day of attendance. 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.

COURSES OF STUDY

The course of study for students enrolled in a cosmetology course shall consist of sixteen hundred (1,600) clock hours of technical instructional and practical operations covering all practices constituting the art of cosmetology.

Educational Goals: The Cosmetology, Manicuring, Esthetician, Massage therapy and Teacher Training courses are designed to prepare students for the state licensing examination and for profitable employment in the field of :

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MANICURING	(400 Clock Hours)	(D.O.T. # 331.674-010, CIP # 12.0410)
ESTHETICIAN	(600 Clock Hours)	(D.O.T. # 332.271-010, CIP #12.0409).
TEACHER TRAINING	(600 Clock Hours)	(D.O.T. # 075.127.011, CIP #12.0413).
MASSAGE THERAPY	(600) Clock Hours)	(D.O.T. # 334.374-010, CIP #51.3501)

FRESHMAN CLASS-ENROLLMENT

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. **SEE CURRICULUMS STARTING ON PAGE 21.** The freshman class introduces basic cosmetology fundamentals designed to prepare students for licensure and entry positions in a salon or other field related employment. The hours spent in the freshman class are as follows: **Cosmetology 360 hrs, Esthetician 90 hrs, and Manicuring 60 hrs.** **ACADEMY OF ESTHETICS AND COSMETOLOGY,** considers the freshman classes to be the foundation for your future.

TEXTBOOKS EQUIPMENT & SUPPLIES

Necessary equipment will be issued at the beginning of the freshman class. All needed supplies and equipment will be maintained in the freshman classroom. After completing 30 classroom hours, each student will be issued a complete kit of equipment with carrying case. The kit contains the equipment necessary for

satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment if lost or stolen. Students must learn to be responsible for the tools of their trade.

CREDIT EVALUATION

Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Cosmetology Act and the Board of Barbering/Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on the Board of Barbering and Cosmetology. Veteran's Information: All Previous education and training will be evaluated prior to enrollment. Credit will be awarded where appropriate with the program being shortened accordingly. The student and the Veterans Administration will be promptly notified.

CALENDAR/HOLIDAYS

The college is closed on Sundays, Mondays and the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. A 'special' holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed. The college offers the opportunity to catch up on hours on select Saturdays.

CLASS SCHEDULES 2012-2013

Classes for Cosmetology: begin every two weeks on Tuesday. Manicuring: Every ten weeks, starting on Tuesday. Esthetician and the Teacher Trainee Courses: As required - (Esthetician class must have 4 students to start). Please check with the admission department for class scheduling of these courses.

ORIENTATION CLASS

Orientation classes for students are held every other week on Wednesday 9:00 a.m. until 12:00 p.m. prior to any new class starting. All new students, transfers and re-enrollment students are required to attend prior to admission.

DRUG ABUSE PREVENTION PROGRAM

The college makes the following information available to its students, staff, and instructors. Any individual associated with **ACADEMY OF ESTHETICS AND COSMETOLOGY**, who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

Mandatory random drug testing release form is a requirement for enrolling at this school and will be presented for signature upon admission. Student unwilling to sign release will not be admitted.

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:

DRUG ABUSE PREVENTION PROGRAM cont.

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:

Please enter an agency's name, address, phone and fax where students and staff can be referred for drug counseling and assistance.

Entity Name	Valley Family Center
Street Address	302 S. Brand Blvd.
City, State and Zip	San Fernando CA.91340
Phone number	818-365-8588

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.

ADMINISTRATION BUSINESS HOURS

Applicants for Admissions may secure information on Tuesday through Friday between 10:00 a.m.- 4:00 p.m. Person to contact: **Ms. Luz Aviña...Director** (818) 361-5501

ADMISSIONS DISCLOSURE FORM

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.

I have been advised of my obligations to repay any Direct Stafford Subsidized and Unsubsidized Loan(s) I may obtain at this institution

PLACEMENT

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. **Ms.Herminia Cruz** will assist students in placements as often as needed; however, the school does not guarantee placement to any student.

PLACEMENT ASSISTANCE

Person to contact: **MS.Herminia Cruz Placement**, (818) 361-5501 Call to make placement inquires.

FINANCIAL AID

Applicants or students may secure Financial Aid information Monday through Fridays between 10.00 a.m. - 4:00 p.m. Person to contact: **MissCristina Lomeli...Financial Aid** (818) 361-5501

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

This institution expects its students to maintain Satisfactory Academic Progress (SAP) as established by this institution; the student must:

1. Maintain a cumulative academic average of "C" (75%) or better on all tests, work projects (operations), and required course work.
2. Maintain a cumulative average attendance level of at least 75% of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 22 hours per week ($75\% \times 30 = 22$). Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (21 days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 21 or more days up to 60 days are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the "School Rules" section of this catalog on page 19-20.
3. Complete the course within one and one-third (1-1/3) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 53.2 weeks. All veterans and eligible persons receiving benefits must complete their program within the originally contracted length of time.
4. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course to be considered as meeting satisfactory progress at the end of an evaluation period. A student will be considered to be making satisfactory progress until the next evaluation.

SAMPLE OF SAP EVALUATIONS

1. 1-449	NO SAP NEEDED
2. 450-899	SAP NEEDED
3. 900-1249	SAP NEEDED
4. 1250-1600	SAP NEEDED

EVALUATION PERIODS: Student receiving aid from Title IV Aid 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, semester/trimester or quarter credit hours percentage required to maintain a progress level that would allow the student to complete the course within the maximum time frame in the course, as published, the student would be placed in a financial aid warning 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 hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible 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.

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS cont.

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

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

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

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

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

COURSE INCOMPLETENESS

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

LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence. Leaves of Absence may be granted for up to 180 days. Do not request a Leave of Absence unless you absolutely need to be off school for a period of more than 20 days but less than 60 days. (For financial aid recipients, leaves are limited to a total of 180 days of leave within a 12-month period, these 12 initiate from the first day the student goes on the first leave). Students will not be assessed additional tuition charges while on their Leave of absence. Before the start of the leave of absence, students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. As of the same date, the loan repayment process will be initiated. Students must be reasonably certain of their intent to return. If the student does not return as scheduled, the grace period on any student loan will revert to start counting from the first day of the leave. In these cases the loan payment will be due as stated on the promissory note

GRADING SYSTEM

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the Cosmetology students at 28%, 56%, 78% and 100% of scheduled course completion time, Esthetician and Teacher Trainee students evaluation forms are issued 33.3%, 66.6% and 100% of scheduled course completion time, Manicuring students evaluation forms are issued 50% & 100% 33.3%, 66.6% and 100% of scheduled course completion time. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a "C" (75%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
100%-95%	A	Excellent	4.00
94%-85%	B	Above average	3.00
84%-75%	C	Average	2.00
74%-65%	D	Below average	1.00
64% or below	F	Fail	0.00

GRADUATION AWARDS (CERTIFICATE)

When a student has completed the graduation requirements of the course of study with a GPA (Grade Point Average) of "C" (70%) or better, he/she receives a corresponding award certifying his/her graduation of the appropriate course

of study. The school assists the students in completing the necessary documents to file for the appropriate State examination.

ATTENDANCE POLICY

A full-time student attending a clock hour program is expected to complete 900 clock hours in a period not less than 26 instructional weeks attending a minimum of 24 clock hours per week.

***A half-time or less than half time enrollment is calculated based on the student work load in a payment period**

CAREER COUNSELING AND PERSONAL ATTENTION

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

TIME CARDS

****Board of Barbering & Cosmetology Policy****

State board recognizes the use of a time clock to validate attendance in a cosmetology school. Student are issued weekly time cards and are required to clock in upon: their arrival, out and in for lunch, and out at the end of the day. In addition, the school allows for two (2) scheduled "breaks" at 10:00am and 2:00pm. To avoid being counted as tardy, and in an effort to prevent the disruption caused by late arrivals during morning theory classes, students must be clock in no later than 9:07am. The time clock is closed at the start of morning theory, and reopened when the class has concluded. Students arriving late will be permitted to clock in at 10:15am, when the laboratory opens for patrons.

While receiving clock hour credit for attendance, students must be actively engaged in the practice of cosmetology. Cosmetology "Applied Effort" must be appropriate for the number of clock hours the student had attended. (see Time Card Credit below) Students who fail to apply themselves while "on the clock" will be asked to clock out and go home.

The main purpose of the weekly timecard is for students to record and validate the number of "theory" and "operations" earned, and which is mandated by the State of California.

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 are to be applied efforts of the students as they manually perform practical subject.
4. Some practical operations may take longer to perform according to the student. Note the following time frame the Bureau gives for each operation: Shampoo/set = 1½ hours, Scalp Treatment = ½ to 1 hour, Permanent Wave = 2 to 2½ hours, Facial = 1½ to 2 hours, Manicure = ½ hour and Hair cut = ½ to 1 hour. Using this scale, the Bureau would understandably not consider a student capable of performing more than three permanent waves per day.

GAINFUL EMPLOYMENT DISCLOSURE

PROGRAM NAME & LENGTH

CIP CODE: 12.0401

CIP Program description

COSMETOLOGIST

Cosmetology/Cosmetologist, General.

Program level: Undergraduate certificate

Program length in months: 12.19

RELATED OCCUPATIONS:

39-5012 Hairdressers, Hairstylists, and Cosmetologist
 39-5091 Makeup Artists, Theatrical and Performance
 39-5092 Manicurists and Pedicurists
 39-5093 Skincare Specialists

COST:

Tuition & Fees: 8710.00
 Books & Supplies: 960.00
 Institution does not offer on-campus living.
 Show URL for Program Cost information

DEBT AT PROGRAM COMPLETION:

Students completing the program: 11
 Completing with any student loan debt: 7

Median Federal student loan debt: 4601.00
 Median Private student loan debt: 0.00
 Median Institutional finance plan debt: 0.00

PROGRAM COMPLETION IN NORMAL TIME:

Normal time in months to complete: 15
 Completing in normal time (by course definitions): 0 (0.00% of 11)
 Completing in normal time (by student schedules): 11 (100% of 11)

PROGRAM NAME & LENGTH

CIP CODE: 021806 120409 01

CIP Program description

ESTHETICIAN

Program level: Undergraduate certificate

Program length in months: 5

RELATED OCCUPATIONS:

39-5093 Skincare Specialists

COST:

Tuition & Fees: 4195.50
 Books & Supplies: 500.00
 Institution does not offer on-campus living.
 Show URL for Program Cost information

DEBT AT PROGRAM COMPLETION:

Students completing the program: 1
 Completing with any student loan debt: 0

Median Federal student loan debt: 0.00
 Median Private student loan debt: 0.00
 Median Institutional finance plan debt: 0.00

PROGRAM COMPLETION IN NORMAL TIME:

Normal time in months to complete: 1
 Completing in normal time (by course definitions): 0 (0.00% of 11)
 Completing in normal time (by student schedules): 1 (100% of 1)

PROGRAM NAME & LENGTH

CIP CODE: 12.0410

CIP Program description

MANICURIST

Nail Technician/ Specialist and Manicurist.

Program level: Undergraduate certificate

Program length in months: 5

RELATED OCCUPATIONS:

39-5092 Manicurists and Pedicurists

GAINFUL EMPLOYMENT DISCLOSURE CONT.**COST:**

Tuition & Fees: 1880.00
 Books & Supplies: 475.00

Institution does not offer on-campus living.
Show URL for Program Cost information

DEBT AT PROGRAM COMPLETION:

Students completing the program:	1
Completing with any student loan debt:	0 (0.00% of 4)
Median Federal student loan debt:	0.00
Median Private student loan debt:	0.00
Median Institutional finance plan debt:	0.00

PROGRAM COMPLETION IN NORMAL TIME:

Normal time in months to complete:	5
Completing in normal time (by course definitions):	0

SEPARATE COURSE INCLUDED IN ABOVE:

Campus:01	Course: 12	Months: 3.22	Completed: 4	Normal time: 3
Completing in normal time (by student schedules):				1 (100% of 1)

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INTITUTIONS:

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

1. The right to inspect and review the student's education records within 45 days after the day the ACADEMY OF ESTHETICS AND COSMETOLOGY receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

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

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INTITUTIONS
cont:

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

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

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student-

- To other school officials, including teachers, within the ACADEMY OF ESTHETICS AND COSMETOLOGY whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(l)(i)(B)(J)- (a)(l)(i)(B)(2) are met. (§99.31(a)(l)) the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

cont:

Regulations

e-CFR Data is current as of December 6, 2011

Title 34: Education

PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY

Subpart D—May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records

§ 99.37 What conditions apply to disclosing directory information

(a) An educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency or institution of:

(1) The types of personally identifiable information that the agency or institution has designated as directory information;

(2) A parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and

(3) The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student designated as directory information.

(b) An educational agency or institution may disclose directory information about former students without complying with the notice and opt out conditions in paragraph (a) of this section. However, the agency or institution must continue to honor any valid request to opt out of the disclosure of directory information made while a student was in attendance unless the student rescinds the opt out request.

(c) A parent or eligible student may not use the right under paragraph (a)(2) of this section to opt out of directory information disclosures to prevent an educational agency or institution from disclosing or requiring a student to disclose the student's name, identifier, or institutional e-mail address in a class in which the student is enrolled.

(d) An educational agency or institution may not disclose or confirm directory information without meeting the written consent requirements in §99.30 if a student's social security number or other non-directory information is used alone or combined with other data elements to identify or help identify the student or the student's records.

(Authority: 20 U.S.C. 1232g(a)(5) (A) and (B))

[53 FR 11943, Apr. 11, 1988, as amended at 73 FR 74854, Dec. 9, 2008]

e-CFR Data is current as of December 6, 2011

Title 34: Education

PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY

Subpart D—May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records

§ 99.31 Under what conditions is prior consent not required to disclose information?

(a) An educational agency or institution may disclose personally identifiable information from an education record of a student without the consent required by §99.30 if the disclosure meets one or more of the following conditions:

(1)(i)(A) The disclosure is to other school officials, including teachers, within the agency or institution whom the agency or institution has determined to have legitimate educational interests.

(B) A contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official under this paragraph provided that the outside party—
(1) Performs an institutional service or function for which the agency or institution would otherwise use employees;
(2) Is under the direct control of the agency or institution with respect to the use and maintenance of education records; and

(3) Is subject to the requirements of §99.33(a) governing the use and redisclosure of personally identifiable information from education records.

(ii) An educational agency or institution must use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. An educational agency or institution that does not use physical or technological access controls must ensure that its administrative policy for controlling access to education records is effective and that it remains in compliance with the legitimate educational interest requirement in paragraph (a)(1)(i)(A) of this section.

(2) The disclosure is, subject to the requirements of §99.34, to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

Note: Section 4155(b) of the No Child Left Behind Act of 2001, 20 U.S.C. 7165(b), requires each State to assure the Secretary of Education that it has a procedure in place to facilitate the transfer of disciplinary records with respect to a suspension or expulsion of a student by a local educational agency to any private or public elementary or secondary school in which the student is subsequently enrolled or seeks, intends, or is instructed to enroll.

(3) The disclosure is, subject to the requirements of §99.35, to authorized representatives of—

(i) The Comptroller General of the United States;

(ii) The Attorney General of the United States;

(iii) The Secretary; or

(iv) State and local educational authorities.

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

cont:

(4)(i) The disclosure is in connection with financial aid for which the student has applied or which the student has

received, if the information is necessary for such purposes as to:

- (A) Determine eligibility for the aid;
- (B) Determine the amount of the aid;
- (C) Determine the conditions for the aid; or
- (D) Enforce the terms and conditions of the aid.

(ii) As used in paragraph (a)(4)(i) of this section, *financial aid* means a payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution.

(Authority: 20 U.S.C. 1232g(b)(1)(D))

•To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to

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Title 34: Education

PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY

Subpart D—May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records

§ 99.34 What conditions apply to disclosure of information to other educational agencies or institutions?

(a) An educational agency or institution that discloses an education record under §99.31(a)(2) shall:

(1) Make a reasonable attempt to notify the parent or eligible student at the last known address of the parent or eligible student, unless:

(i) The disclosure is initiated by the parent or eligible student; or

(ii) The annual notification of the agency or institution under §99.7 includes a notice that the agency or institution forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer;

(2) Give the parent or eligible student, upon request, a copy of the record that was disclosed; and

(3) Give the parent or eligible student, upon request, an opportunity for a hearing under subpart C.

(b) An educational agency or institution may disclose an education record of a student in attendance to another educational agency or institution if:

(1) The student is enrolled in or receives services from the other agency or institution; and

(2) The disclosure meets the requirements of paragraph (a) of this section.

(Authority: 20 U.S.C. 1232g(b)(1)(B))

[53 FR 11943, Apr. 11, 1988, as amended at 61 FR 59297, Nov. 21, 1996; 73 FR 74854, Dec. 9, 2008]

Title 34: Education

PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY

Subpart D—May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records

§ 99.35 What conditions apply to disclosure of information for Federal or State program purposes?

(a)(1) Authorized representatives of the officials or agencies headed by officials listed in §99.31(a)(3) may have access to education records in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs.

(2) Authority for an agency or official listed in §99.31(a)(3) to conduct an audit, evaluation, or compliance or enforcement activity is not conferred by the Act or this part and must be established under other Federal, State, or local authority.

(b) Information that is collected under paragraph (a) of this section must:

(1) Be protected in a manner that does not permit personal identification of individuals by anyone other than the officials or agencies headed by officials referred to in paragraph (a) of this section, except that those officials and agencies may make further disclosures of personally identifiable information from education records on behalf of the educational agency or institution in accordance with the requirements of §99.33(b); and

(2) Be destroyed when no longer needed for the purposes listed in paragraph (a) of this section.

(c) Paragraph (b) of this section does not apply if:

(1) The parent or eligible student has given written consent for the disclosure under §99.30; or

(2) The collection of personally identifiable information is specifically authorized by Federal law.

(Authority: 20 U.S.C. 1232g(b)(3)) [53 FR 11943, Apr. 11, 1988, as amended at 73 FR 74854, Dec. 9, 2008]

e-CFR Data is current as of December 6, 2011

Title 34: Education

PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY

Subpart D—May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records

§ 99.36 What conditions apply to disclosure of information in health and safety emergencies?

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

cont:

(a) An educational agency or institution may disclose personally identifiable information from an education record to

appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

(b) Nothing in this Act or this part shall prevent an educational agency or institution from—

(1) Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community;

(2) Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials within the agency or institution who the agency or institution has determined have legitimate educational interests in the behavior of the student; or

(3) Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials in other schools who have been determined to have legitimate educational interests in the behavior of the student.

(c) In making a determination under paragraph (a) of this section, an educational agency or institution may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the educational agency or institution determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. If, based on the information available at the time of the determination, there is a rational basis for the determination, the Department will not substitute its judgment for that of the educational agency or institution in evaluating the circumstances and making its determination.

(Authority: 20 U.S.C. 1232g (b)(1)(I) and (h))

[53 FR 11943, Apr. 11, 1988; 53 FR 19368, May 27, 1988, as amended at 61 FR 59297, Nov. 21, 1996; 73 FR 74854, Dec. 9, 2008]

e-CFR Data is current as of December 6, 2011

Title 34: Education

PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY

Subpart D—May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records

§ 99.39 What definitions apply to the nonconsensual disclosure of records by postsecondary educational institutions in connection with disciplinary proceedings concerning crimes of violence or non-forcible sex offenses?

As used in this part:

Alleged perpetrator of a crime of violence is a student who is alleged to have committed acts that would, if proven, constitute any of the following offenses or attempts to commit the following offenses that are defined in appendix A to this part:

Arson

Assault offenses

Burglary

Criminal homicide—manslaughter by negligence

Criminal homicide—murder and non-negligent manslaughter

Destruction/damage/vandalism of property

Kidnapping/abduction

Robbery

Forcible sex offenses.

Alleged perpetrator of a non-forcible sex offense means a student who is alleged to have committed acts that, if proven, would constitute statutory rape or incest. These offenses are defined in appendix A to this part.

Final results means a decision or determination, made by an honor court or council, committee, commission, or other entity authorized to resolve disciplinary matters within the institution. The disclosure of final results must include only the name of the student, the violation committed, and any sanction imposed by the institution against the student.

Sanction imposed means a description of the disciplinary action taken by the institution, the date of its imposition, and its duration.

Violation committed means the institutional rules or code sections that were violated and any essential findings supporting the institution's conclusion that the violation was committed.

(Authority: 20 U.S.C. 1232g(b)(6))

[65 FR 41853, July 6, 2000]

PROGRESS POLICY

Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to

graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

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.

NOTICE OF STUDENT RIGHTS

1. You may cancel your contract for school, without any penalty or obligation on the fifth business day following your first class session as described in the Notice of Cancellation Form that will be given to you in your first class. Read the Notice of Cancellation Form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation Form, ask the school for a sample copy. A different cancellation policy applies for home study or correspondence courses.
2. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Post secondary and Vocational Education at the address, and phone number below for information.

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

**BUREAU FOR PRIVATE POSTSECONDARY
EDUCATION**
2535 Capitol Oaks Drive, Suite 400
W. SACRAMENTO, CA. 95833
Ph# (916) 431-6959

Or

NACCAS
4401 Ford Ave. Suite 1300
Alexandria, VA 22302
(703) 600-7600

GRIEVANCE POLICY

It is the policy of this institution to handle grievances in the following manner:

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the Admissions; Ms. Irma Silva.
3. If you are unable to deliver the form to the Director you may deliver it to the President:
MS. LUZ AVIÑA @ 1242 SAN FERNANDO RD, SAN FERNANDO CA 91340
4. All grievances regardless of their nature will be turned over to the owner and reviewed.
5. The director will evaluate the grievance and set up an appointment with the person within five days from the receipt of the form. If the grievance is an emergency it will be addressed within 24 hours.
6. Any grievances that you cannot workout with the institution you may contact:

**BUREAU FOR PRIVATE POSTSECONDARY
EDUCATION**
2535 Capitol Oaks Drive, Suite 400
W. SACRAMENTO, CA. 95833
Ph# (916) 431-6959

Or

NACCAS
4401 Ford Ave. Suite 1300
Alexandria, VA 22302
(703) 600-7600

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 1/1/08 and 12/31/10

CAMPUS SECURITY ACT DISCLOSURE STATEMENT—CLERY ACT cont.

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

Crimes Reported	2008	2009	2010	Location: C=Campus N=Non- campus P=Public Area	* Hate Crime?
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	0	C	0
D Robberies	0	0	0	C	0
E Aggravated assaults	0	0	0	C	0
F Burglaries	0	0	0	C	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.

CAMPUS SECURITY ACT DISCLOSURE STATEMENT-CLERY ACT cont.

b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or

institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.

- c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
- a. Do not leave personal property in classrooms.
 - b. Report any suspicious persons to your institutional official.
 - c. Always try to walk in groups outside the school premises.
 - d. If you are waiting for a ride, wait within sight of other people.
 - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
 - f. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
 - g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the 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.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
10. 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*).
11. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will 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.

CAMPUS SECURITY ACT DISCLOSURE STATEMENT—CLERY ACT cont.

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).

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 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).

Name of institution's	Luz Aviña
Title	Director
School Name	Academy of Esthetics And Cosmetology
Street address	1242 San Fernando Rd.
City, State Zip	San Fernando CA 91340
Phone No.	818-361-5501

HEALTH AND PHYSICAL CONSIDERATIONS

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

PRE-APPLICATION PROCEDURE

Pre applications are done at 75% of course completion for cosmetologists and estheticians, and 60% for manicurists. An appointment is not needed to pre-apply, but is highly recommended. Payments may be done with a personal check or with a money order. Since the student is only given a **one** day window of opportunity to pre-apply, maintaining an accurate record of hours completed is important. It is the student's responsibility to mail out the pre-application.

Appropriate hours and fees are as follows:

<u>Course</u>	<u>Hours</u>	<u>Fees</u>
Cosmetologist:	1200-1206 hours	\$134.00
Manicurist:	240-246 hours	\$119.00
Esthetician:	450-456 hours	\$124.00

SCHOOL RULES AND POLICIES

These rules are designed to promote professionalism and good work habits for our students, and to aid you in completing your course. This will allow you to become employed as a Cosmetologist, Manicurist or Esthetician. Violation of school rules may result in suspension or termination. In order for the school to

run efficiently, and to promote a positive learning environment, the following rules and policies must be understood and followed:

Mandatory

1. All students must be clocked in by 9:37 a.m., Tuesday through Friday. Students arriving after 9:37 a.m. have missed morning theory, and will not be allowed to clock-in until 10:15 a.m.
2. Students, who are tardy, more than 5 times a month, will be counseled and if tardiness continues, placed on probation.
3. All students arriving after 10:15 a.m. must present valid reason/excuse and get supervising instructor's permission.

Timecard Policy

1. All students must use both the timecard and slide card upon arrival, during lunch, at the end of the day *and* when leaving school premises for any reason. Failure to do so will result in loss of time and one-week suspension (1st offence), or withdrawal from school (2nd offence).
2. All timecards must be left with the receptionist during lunches and breaks.
3. A 30 min. lunch break must be shown on the timecard/slide card if the student is attending more than a 6 hour day. Freshmen students must show a lunch break on his/her timecards.
4. Freshman students will take their lunches as directed by the instructor from 12:30 a.m. -1:00 p.m. Students working on the clinic floor take their lunches at 11:30 a.m. and 12:30 p.m. (on occasion lunch times may vary, as breaks are taken around your clients. Sign in every day before 10 a.m. at the front desk. If not signed in, a present student may be sent home.
5. Students are allowed a 10 minute break at 10:00 a.m. and another at 2:00 p.m. These breaks may not be combined. Breaks at unassigned times will not be permitted.
6. Students must keep a daily time card with a record of completed hours and operations. Both the student and the instructor must sign cards each night. Timecards must not be defaced in any way. Please fill-out and sign time cards with black or blue ink. No nicknames or white out on timecards will be accepted.
7. Time cards must be kept in the box by the time clock and are to remain in the school at all times.
8. Students taking unearned credits on their timecards or found off the school premises while "clocked-in" will be suspended for 2 weeks (1st offence), or withdrawn (2nd offence).

General Information

1. All students must call in absences to the front desk receptionist.
2. Visiting friends or family members are not permitted on the clinic floor unless they are receiving a service. All supplies for personal services must be paid by the student who is to receive the service. Family members, friends, children, etc. must pay for all services.

SCHOOL RULES AND POLICIES

3. Only chemical products furnished by the school may be used on clients. All supplies used by the students for personal services must be paid for by the student who is to receive the service. Family members, friends, children etc... must pay full price for their services.
4. Students who wish to receive personal services must be maintaining minimum standards in attendance & grades, and must first be granted permission by the instructor-in-charge. Senior students may not work on freshman students or vice versa. Failure to follow policy will disqualify the student from subsequent personal services.
5. It is the student's responsibility to make up missed tests and assignments after each absence.
6. Personal grooming is not permitted on the clinic floor or classroom. All students are expected to arrive well groomed in a clean prescribed uniform. Only closed toed tennis shoes should be worn. No hats/headwear/bandanas.
7. Students not "applying effort" while on the clock will be clocked out for the day.
8. The use of, or possession of, alcohol or drugs will result in an immediate withdrawal from school.
9. Sleeping, placing heads on desks, defacing school property, or causing discord in the classroom or laboratory, will be grounds for suspension/withdrawal.
10. ***Cell phones must be turned off when in the classroom or when working with clients***
11. Students are not permitted to refuse a client service. To do so will result in an immediate "clock-out" and one full day suspension (1st offence), one week suspension (2nd offense), withdrawal (3rd offense).
12. AN INSTRUCTOR MUST CHECK ALL STUDENT WORK BEFORE CREDIT IS GIVEN.
13. Food and drink are not permitted in the classrooms or clinic. **Bottled water only.**
14. Students are required to clean their work stations, mirrors, and chairs each night. In addition students will be assigned clean-up chores such as filling shampoos, straightening magazines, sweeping, and cleaning their lunchroom.
15. Stations/mirrors should be well kept/organized and free of distracting decorations.
16. Students are expected to behave professionally towards coworkers, clients, and school staff. Insubordination toward a staff member will be grounds for immediate withdrawal.
17. Gossiping, using vulgar language, and making threatening remarks, or gestures, towards another student will result in a suspension or withdrawal.
18. Students must not visit or loiter with other students on the clinic floor where customers are being served.
19. For the consideration of others, graduating student's parties should be from 1:00pm - 2:00pm.
20. More than four absences in one month (or missing four or more morning theories) disqualifies a student from personal services the following month.

SCHOOL RULES AND POLICIES cont.

Financial Aid

1. All students are expected to maintain an average of 75% or better for attendance, grades, and course related requirements. Students failing to maintain minimum standards will be placed on probation. Students not meeting probation requirements, will be withdrawn from school
2. Students must notify the administration office of any change of address or phone number.
3. Students absent 21 days or more, without notifying the administration office, will be withdrawn from school.
4. Students found taking unearned credits on their time cards will be suspended or withdrawn. Forgery in any form will be grounds for immediate withdrawal.
5. Student counseling, academic or personal, is available to our students upon written request at front desk.
6. ***Day students may not change to night classes or vice versa.***

Student Recruitment Policy

Academy of Esthetics and Cosmetology does not compensate an employee involved in recruitment, enrollment, admissions, student attendance, or sales of educational materials to students on the basis of a commission, commission draw, bonus, quota, or other similar method related to the recruitment, enrollment, admissions, student attendance, or sales of educational materials to students, except as provided in paragraph (1) or (2):

- (1) If the educational program is scheduled to be completed in 90 days or less, the institution shall pay compensation related to a particular student only if that student completes the educational program.
- (2) For Institutions participating in the federal student financial aid programs, this subdivision shall not prevent the payment of compensation to those involved in recruitment, admissions, or the award of financial aid if those payments are in conformity with federal regulations governing an institution's participation in the federal student financial aid programs.

Student Notice

All students are encouraged to prior to signing an enrollment agreement; you must be given a catalog and/or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

TUITION AND FEE SCHEDULE

Effective 07-01-12

COURSE	TUITION	REG.	KITS	STRF	TOTAL	* WKS
Cosmetology	\$13,040.00	\$100.00	\$1075.00	\$35.00	\$14,250.00	53.33-67
Manicuring	\$3,000.00	\$100.00	\$500.00	\$10.00	\$3,610.00	13.33
Esthetician	\$5,820.00	\$100.00	\$575.00	\$16.00	\$6,511.00	20.00
Teacher Training	\$5,400.00	\$100.00	\$500.00	\$15.00	\$5,990.00	20.00
Massage Therapy	\$6,900.00	\$100.00	\$825.00	\$20.00	\$7,845.00	24-30

*= Students utilizing Veterans' Benefits from the Department of Veterans Affairs

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

Please Note: Once the kit is used, they are not returnable or refundable due to sanitary considerations. Above kits prices include 9.25% sales tax.

THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.

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 students tuition account within the first payment period. Subsequent charges will be posted as needed. Please refer to "Payment Period Definition".

EXTRA INSTRUCTION CHARGES

Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made (if needed it) for the balance of the hours required or the completion of course .Hourly tuition rate for **Cosmetology \$8.15** per hour,Teacher Training **\$9.00** per hour,Esthetician is **\$9.70** per hour, Manicuring is **\$7.50** per hour, Massage therapy is **\$11.50** per /hour.

BRUSH-UP

Students requiring preparation for the licensing exam will be billed at the course hourly rate and registration fee of \$100.00. Students must furnish their own equipment.

METHOD OF PAYMENT

Most of our students apply for financial aid. During our interview of prospective students, we compute a needs analysis based on the amount of income or resources compared to the cost of education, room and board, and traveling expenses. If the student qualified, we help the individual prepare the appropriate Financial Aid application. For those students who wish to pay their own way through school, the financial officer will develop a personalized payment program for each individual. All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. For those students who are not receiving financial aid, payment schedules (weekly, monthly, and quarterly) are available.

SCHOLARSHIPS

Academy of Esthetics And Cosmetology awards scholarships to local high school graduates. Five hundred dollar (\$500.00) scholarships are given to Barstow high schools and continuation schools each year based on requests. In order to be eligible for a scholarship, you must maintain a "C" (75%) or better at all times in academics and attendance. The high school faculty determines the recipients by need and desire.

Scholarship must be present at time of enrollment only. Scholarship valid upon completion of cosmetology course

RIGHT TO WITHHOLD TRANSCRIPTS & GRADES FOR NONPAYMENT OF TUITION

An institution may withhold a student's transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full. **CEC. Section 94828 per BPPVE Reform Act January 1,1998. for tuition, fees and all other charges for which the student has paid EXCEPT the value of equipment, books, and supplies.**

RIGHT TO WITHHOLD TRANSCRIPTS & GRADES FOR NONPAYMENT OF TUITION cont.

*****NOTE: This institution calculates refunds according to State, Federal requirements. The calculation that results most favorable to the student is the one selected on the final calculation.**

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

RETURN OF TITLE IV (RST4) & INSTITUTIONAL REFUND POLICY

WITHDRAWING FROM SCHOOL – POLICIES AND PROCEDURES

Definitions:

Withdrawal date:

Institutions required to take attendance:

Last physical date of attendance recorded in the institutional records

Institutions NOT required to take attendance:

The date when the institution recorded the last student's participation into any academically related activity or, the recorded mid point of the payment period or course of study as it is used by the institution in calculation of its Return of Title IV Procedures

*Return of Title IV Funds & Institutional Refund policy will use this date in their calculations as the end date of the payment/enrollment period *

Determination of withdrawal date:

Institutions may, in accordance to its State or Accrediting Agencies, retain administratively the student in an active status for a period of time of three weeks for California schools, or 21 days for non-California schools. However, per Federal Regulations the school must have a procedure in place to make a determination within 14 days of absence, if the student would be returning to school or not. This will be the date of the institutional determination of withdraw from school.

Institutions will use the determination of the withdrawal date as the start of the 30 day or 45 day period in which the institution would make restitution of funds as calculated by the Return of Title IV or Institutional Refund policy calculation in accordance to State and Federal requirements.

Determination of withdrawal from school:

Institutions will determine that a student is no longer enrolled on the earliest of:

- The date the student notifies the Financial Aid Office at your school of his/her intent to withdrawal from school. Other staff members are not authorized to accept the student's notice of intent to withdraw and would be referred to the Financial Aid Office.
- The date the school terminates the student's enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- The date the student failed to attend classes for a two-week period and failed to inform the school that he/she is not withdrawing. In this case, the date of withdrawal shall be deemed to be (If attendance is required) the last date where physical attendance was recorded, **Or** (If attendance is not required) the last date when the student participated in an academically related activity or mid point of the term, payment period or enrollment period.
- For California Schools: If a student is absent for three consecutive weeks and is not on an approved leave of absence, the student will be deemed a withdrawal even though he/she indicated that he/she was not withdrawing.
- The student failed to return on schedule from an approved leave of absence. In this case, the withdrawal date will be the last day attended prior to the start of the approved leave of absence and the institutional determination of withdrawal date will be the scheduled date of return from the approved leave of absence.

Withdrawal calculations:

Once the student has been determined by the institution to have withdrawn from the course of study, the institution will determine if the student received or was entitled to received Federal Funds from the Title IV Financial aid programs available at the institution during the payment period (or enrollment period).

If the answer is **YES**, the institution will conduct two distinctive and different calculations. Those calculations are described as follows.

RETURN OF TITLE IV (RST4) & INSTITUTIONAL REFUND POLICY cont.

Return of Title IV Funds:

This formula determines the percentage of time that the student completed of the payment period or enrollment period in course at the time of the student's withdrawal. This percentage is then applied to the amount of Federal Funds from the Title IV programs that the student received or could have received in the same payment period or enrollment period. The result of this calculation is defined as earned funds. If the student received more than the earned amount, the overpayment is called unearned funds and must be returned to the programs in the following order:

1 Unsubsidized Loans from FFELP or Direct Loan	6	Pell Grant
2 Subsidized Loans from FFELP or Direct Loan	7	Academic Competitiveness Grant (ACG)
3 Perkins Loans	8	National SMART Grant
4 PLUS (Graduate Students) FFELP or Direct Loan	9	Federal SEOG
5 PLUS (Parent) FFELP or Direct Loan		

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 programs some of the funds it has collected as tuition payments, 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 program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the Determination of withdrawal from school date.

Post withdrawal disbursement:

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

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

Institutional Refund Policy

This is a calculation mandated by the state agency, the accrediting agency or the institution itself. The formula takes into consideration the percentage of the course completed and it applies that percentage or the corresponding brackets to the institutional charges to determine how much did the institution earned of those charges, how much was paid toward those charges and finally the amount owed if any by the student to the school or if there is an amount due from the institution as a refund to the Title IV aid program. 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.

As of 10/07/00, Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the course of study. Simply stated, if the student withdraws before the sixty percent of the payment period in the course, the student would have earned only 50% of the aid received or eligible to receive. To determine the percentage completed, the scheduled hours of class or the actual hours attended (if less than seventy percent of scheduled hours) will be divided by the total hours in the payment period. Unearned aid will be returned to the program(s) in accordance to the guidance described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid. Delinquent school accounts will be assigned to a collection agency. Collection agency expenses will be added to the balance owed to the school.

NOTICE OF STUDENT RIGHTS AND OBLIGATIONS

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 \$ 100.00 **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.

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.

FINANCIAL AID—CONSUMER INFORMATION

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

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

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

FDirect Stafford Loans - Subsidized: Must be repaid***

FDirect Stafford Loans - Unsubsidized: Must be repaid***

FDirect Plus Loans: Must be repaid***

*****Denotes the programs available at this institution**

GENERAL FINANCIAL AID INFORMATION

If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at **ACADEMY OF ESTHETICS AND COSMETOLOGY** may be found in "The Student Guide" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday at 1(800) 433-3243. **COMPLIANCE STATEMENT: The Federal Privacy Act of 1974 requires students to 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.**

INSTITUTION'S POLICY REGARDING THE COLLECTION OF TUITION FOR EACH TYPE OF PROGRAM

Ed. Code §94899.5(a) Institutions that offer short-term programs designed to be completed in one term or four months, whichever is less, may require payment of all tuition and fees on the first day of instruction. Manicurist is the only program offered 4 months or less. Student has five day trial period then three monthly payments are due.

AND

Ed. Code §94899.5(b) For those programs designed to be four months or longer, an institution shall not require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the institution may require full payment.

INSTITUTION'S POLICY REGARDING THE COLLECTION OF TUITION FOR EACH TYPE OF PROGRAM cont

AND

Ed. Code §94899.5(c) The limitations in this section shall not apply to any funds received by an institution through federal and state student financial aid grant and loan programs, or through any other federal or state programs.

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Stafford Loan/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 born on or after January 1, 1960);
- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- Have a high school diploma, (or its equivalent) a GED, or have demonstrated the ability-to-benefit;
- Agree to use any federal student aid received solely for educational purposes.

FINANCIAL AID MECHANISM

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

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)*

(Does not require repayment)

WORK (PART TIME JOB) AID that does not have to be repaid

Federal Work Study*

LOANS TO STUDENT AND/OR PARENT (THIS AID MUST BE REPAYED! THESE LOANS ARE NOT DISCHARGED BY BANKRUPTCY)

Direct Federal Stafford LOANS

Subsidized loans (Interest earned while in school and during grace period is covered by the USDE)**.

Unsubsidized loans (Interest earned while in school and during grace period may be delayed until the repayment period and will be added to the loan balance).**

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

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

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

() Annual loan limits and based on educational levels within the course of enrollment.**

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

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

Student Guide: http://studentaid.ed.gov/students/publications/student_guide/index.html

APPLICATION FOR AID, PROCEDURES AND FORMS

Financial aid applications for this institution consist of the following:

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

Federal Pell Grant Program: Funds received under this program are not subject to repayment from the student.

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

Renewal Process: A FPELL Grant award is received for one award year (July 1 to June 30 of the following year), and **is not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office for each award year.

Maximum Annual Award: \$5,500

Disbursement: They are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account.

Federal Supplemental Educational Opportunity Grant (FSEOG) Funds received under this program are not subject to repayment from the student.

Deadline: You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

Maximum Annual Award: \$4,000

Disbursement: Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

Federal William D. Ford Direct Loan Program Funds received from either of the loan programs are subjected to repayment from the student. Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

Federal Direct Subsidized Loan Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits). The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

Maximum Annual Award: First level \$3,500, Second level \$4,500, Third level \$5,500 (Max aggregate \$23,000)

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

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

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

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

Maximum Annual Award:

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

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

Determining Need The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

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

APPLICATION FOR AID, PROCEDURES AND FORMS cont.

Cost of Attendance

This institution uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION**. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below.

Elements included in the budget:	Tuition	Actual cost
	Registration Fee	Actual cost
	Books and supplies	Actual cost
Living cost allowance (monthly figures):	Student living	Student Living
	With parents	off campus
Room and board	\$4,347	\$10,063
Transportation	1,071	1,206
Personal/Misc.	3,114	2,853
(The cost of uniforms is included in the personal allowance or included in the school charges)		

Award Concept, Selection of Recipients and Packaging Criteria

This institution does not receive enough Campus-Based funds to satisfy all the student financial needs. Therefore, the school emphasizes the **SELF-HELP CONCEPT** of student financial assistance.

The **SELF-HELP CONCEPT** is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school.

ALL LOANS MUST BE REPAYED.

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

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

The school awards 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).

Due to the **limited** amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid.

Therefore, the institutional policy to select FSEOG recipients is as follows: This institution has a continuing enrollment process in which students may start each Tuesday of each week or Wednesday when Tuesday is an observed Holiday. In order to ensure a fair distribution of funds through the entire award year, the institution 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.

Based on last year's data, the institution expects an enrollment of 80 new students meeting the "exceptional need" criteria to be enrolled during the 7/1/11 to 6/30/12 period. Therefore, the awards to those students will be \$250 through the entire period. As of July 1, 2011, 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).

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.

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. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

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

APPLICATION FOR AID, PROCEDURES AND FORMS cont.

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

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

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN: You must 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, 1989?
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, 2012 and June 30, 2013?
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, 2013?
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, 2011, 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, 2011, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
13. (57) At any time on or after July 1, 2011, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

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

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

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

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

Recoveries

Recoveries resulting from unearned Title IV funds, 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

APPLICATION FOR AID, PROCEDURES AND FORMS cont.

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

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 (**ACADEMY OF ESTHETICS AND COSMETOLOGY**), 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 (**ACADEMY OF ESTHETICS AND COSMETOLOGY**).

Verification Process: THESE PROCEDURES APPLY TO THE 2012-2013, EXPECT NEW WORDING FOR THE 2012-2013 AWARD YEAR.

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

WHO MUST BE VERIFIED: 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 can not be located because the address is unknown and can not 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

APPLICATION FOR AID, PROCEDURES AND FORMS cont.

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 2012-2013. 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 or August 31, 2012, whichever is earlier.

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

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

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

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

CONSTITUTION AND CITIZENSHIP DAY

Academy of Esthetics and Cosmetology celebrates Constitution and Citizenship Day on September 17 of each year.

VOTING INFORMATION

To obtain information on voting you can visit U.S Post Office located at 308 S. Maclay Ave San Fernando Ca 91340 (818)361-2965.

Or Public Library 217 N. Maclay Ave. San Fernando CA.91340 (818)365-6928.

Further information at http://www.sos.ca.gov/elections/elections_vr.htm

STUDENT RIGHTS AND RESPONSIBILITIES

The student has the right to ask the school:

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

It is the student's responsibility to:

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete accurately, and submit 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 aid.
- Provide all documentation, corrections, and/or new information requested by the financial aid officer or agency.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. When you sign a 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.
- Notify the school and lender of a change in your name, address, phone number, or attendance status (full/part-time).
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

CURRICULUM FOR COSMETOLOGY COURSE CIP#12.0401 (1600 Hours)

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Please note 505 hours are devoted to clinic/theory experience, which shall include all phases of cosmetology. **Such technical instruction and practical operations shall include:**

MINIMUM SPECIFIED PRACTICAL OPERATIONS

240	Hairstyling	105	Permanent Waving/Chemical Relaxing
80	Haircutting	50	Hair Coloring/Bleaching
40	Facials: Manual, Elec, Chem	30	Eye Brow Arching, Wax & Make-up
25	Complete Manicures & Pedicures	120	Acrylic Nails, Brush-on & Repairs

SUBJECT OF TECHNICAL INSTRUCTION & MINIMUM HOURS OF TECHNICAL INSTRUCTION:

1.The Cosmetology Act and Bureau's Rules & Regulations 20 hours

2.Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elementary chemical make up, chemical skin peels, physical and chemical changes of matter.) **20 hours**

3.Health & Safety Considerations: 45 hours

[Chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical make-up, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and MSDS.

4.Theory of electricity in Cosmetology (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.) **5 hours**

5. Disinfection and Sanitation: 20 hours

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

6.Bacteriology Anatomy and Physiology: 15 hours

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

7. Wet Hair styling: 65 hours

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

8. Permanent Waving and Chemical Straightening: 40 hours

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

9. Hair Coloring and Bleaching: 60 hours

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

10. Haircutting: 20 hours

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

11. Facials: Manual, Electric and Chemical: 25 hours

The subject of facials shall include, but is not limited to, the following techniques and procedures: Manual facials including cleansing, scientific manipulations, pack, and masks. Electric facials include the use of electric modalities, dermal lights and electric apparatus, for facials and skin care purposes; however, machines capable of producing an electric current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or the face. Chemical facials include chemical skin peels packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, know as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling. Preparation (15 hours of Technical Instruction) The subject of preparation shall include, but not to be limited to the following issues: client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.

12. Eyebrow Beautification and Make-up: 25 hours

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.

The subject of Make-up shall include, but is not limited to, the following issues: skin analysis, complete and corrective make-up, lash and brow tinting, and the application of false eyelashes.

13.Manicuring and Pedicuring: 10 hours

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

14. Artificial Nails and Wraps: 25 hours

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

100 HOUR MAX OF ADDITIONAL TRAINING WILL BE GIVEN BY THE FOLLOWING SUBJECT MATTER: Salon Mgmt, communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

COSMETOLOGY PERFORMANCE OBJECTIVE

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

SKILLS TO BE DEVELOPED:

Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicuring, learn the application of brush-on nails, nail wraps, and nail tips.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED

1. Be able to appreciate good workmanship common to cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved "people skills".

CLASSES HELD AT *Academy of Esthetics And Cosmetology Campus:*
1242 San Fernando Rd, San Fernando CA.91340

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by the Barbering and Cosmetology Program with a grade average of "C" (75%) or better.

DIPLOMA REQUIREMENTS FOR COSMETOLOGY STUDENTS ONLY: In addition to the graduation requirements, students must complete the following course work to earn a Bridges Academy of Beauty Diploma: Complete all assignments from the Salon Skills course book, view all required educational videos, complete theory workbook, compile organized theory notebook, complete photo portfolio (minimum 15 photos) and prepare a complete functional resume with cover letter.

GRADUATION REQUIREMENTS:

1. Complete: 1600 hours-Cosmetology
***Applied effort as mandated by the state of California And The Board of Barbering and Cosmetology.**
2. Complete all, and/or over, the minimum requirements in regards to theory and operations as indicated on your weekly timecard.
3. Pass a written and practical final test with a 75% G.P.A. or better.
4. View specified educational videos from your video list/assignment sheets, (approx. one per wk.)
5. Complete theory workbook.
6. Complete all (practical operations) assignment sheets prior to scheduled evaluations.
7. Prepare a photo portfolio with at least 15 photos of your "finished" work, (on going project)
8. Prepare a typed resume with cover letter.

YOUR PROGRESS IN SCHOOL AND YOUR "COURSE WORK" LISTED WILL BE REVIEWED DURING SCHEDULED QUARTERLY EVALUATIONS. STUDENTS WHO FAIL TO MAINTAIN SATISFACTORY PROGRESS IN THESE AREAS WILL BE PLACED ON PROBATION.

SAP EVALUATION POLICY

A cosmetologist will be evaluated at the following intervals:

The point at which 28% of the course is scheduled to be completed, (450 hours)
The point at which 56% of the course is scheduled to be completed, (900 hours)
The point at which 78% of the course is scheduled to be completed, (1250 hours)
The point at which 100% of the course is scheduled to be completed, (1600 hours)

And, the point of actual completion, or at which each additional 25% block of hours is scheduled to be completed, beyond graduation date.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of CA only after the student has successfully completed and graduated from the Cosmetology course as described and passed the licensing exam with an overall avg of 75%.

ACADEMIC GRADING

100%-95%	A...Superior Performance
94%-85%	B...Above Average
84%-75%	C...Average
74%-65%	D...Unsatisfactory
64% -00 %	F...Fail

POINT GRADES FOR PRACTICAL WORK

(GPA4)	4 POINTS=A
(GPA3)	3 POINTS=B
(GPA2)	2 POINTS=C
(GPA 1)	1 POINTS=D
(GPA 0)	0 POINTS=F

CURRICULUM FOR MANICURIST COURSE CIP#12.0410

(400 Hours)

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

MINIMUM SPECIFIED PRACTICAL OPERATIONS:

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

**SUBJECT OF TECHNICAL INSTRUCTION:
Technical Instruction:**

Min. Hours of

- | | |
|--|-----------|
| 1. The Cosmetology Act and the Rules and Regulations. | 10 |
| 2. Cosmetology Chemistry related to manicuring practices (shall include the chemical composition and purpose of nail care preparations). | 10 |
| 3. Health and Safety/Hazardous Substances (shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B). | 15 |
| 4. Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment). | 20 |
| 5. Bacteriology, anatomy, and physiology. | 10 |
| 6. Water and Oil Manicures, including hand and arm massage. | 20 |
| 7. Complete Pedicure, including foot and ankle massage. | 10 |
| 8. Application of Artificial Nails, | |
| (a) Acrylic: Liquid and Powder Brush-Ons | 15 |
| (b) Nail Tips | 10 |
| (c) Nail wraps and repairs | 05 |

100 HOUR MAX OF ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:

Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

MANICURIST PERFORMANCE OBJECTIVE:

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

SKILLS TO BE DEVELOPED:

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

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED:

1. Be able to appreciate good workmanship common to manicuring.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved "people skills".

CLASSES HELD AT *Academy of Esthetics And Cosmetology Campus:*

1242 San Fernando Rd ,San Fernando CA 91340

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have satisfactorily completed Theory and Operations required by Board of Barbering & Cosmetology with an average grade of "C" (75%) or better. In addition to the BBC State Licensing agency requirements, WBC requires all Manicuring students to complete the following: Prepare a Photo Portfolio, Typed Resume and course work which includes viewing educational videos available at college.

GRADUATION REQUIREMENTS:

1. Complete: 400 hours- Manicurist
***Applied effort as mandated by the state of California And The Board of Barbering and Cosmetology.**
2. Complete all, and/or over, the minimum requirements in regards to theory and operations as indicated on your weekly timecard.
3. Pass a written and practical final test with a 75% G.P.A. or better.
4. View specified educational videos from your video list/assignment sheets, (approx. one per wk).
5. Complete theory workbook.
6. Complete all (practical operations) assignment sheets prior to scheduled evaluations.
7. Prepare a photo portfolio with at least 15 photos of your "finished" work, (on going project). Prepare a typed resume with cover letter.

YOUR PROGRESS IN SCHOOL AND YOUR "COURSE WORK" LISTED ABOVE WILL BE REVIEWED DURING SCHEDULED QUARTERLY EVALUATIONS. STUDENTS WHO FAIL TO MAINTAIN SATISFACTORY PROGRESS IN THESE AREAS WILL BE PLACED ON PROBATION.

SAP EVALUATION POLICY

A Manicurist will be evaluated at the following intervals:

- The point at which 25% of the course is scheduled to be completed, (100 hours)
- The point at which 50% of the course is scheduled to be completed, (200 hours)
- The point at which 75% of the course is scheduled to be completed, (300 hours)
- The point at which 100% of the course is scheduled to be completed, (400 hours)

And, the point of actual completion, or at which each additional 25% block of hours is scheduled to be completed, beyond graduation date.

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

ACADEMIC GRADING

- 100%-95% A...Superior Performance
- 94%-85% B...Above Average
- 84%-75% C...Average
- 74%-65% D...Unsatisfactory
- 64% -00 % F...Fail

POINT GRADES FOR PRACTICAL WORK

- (GPA4) 4 POINTS=A
- (GPA3) 3 POINTS=B
- (GPA2) 2 POINTS=C
- (GPA 1) 1 POINTS=D
- (GPA 0) 0 POINTS=F

CURRICULUM FOR ESTHETICIAN COURSE CIP#12.0409 (600 Hours)

The curriculum for students enrolled in a Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Esthetician, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Please note 170 hours will be devoted to clinic/theory experience, which shall include all phases of being an esthetician. Such technical instruction and practical operations shall include:

MINIMUM SPECIFIED PRACTICAL OPERATIONS:

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

SUBJECT OF TECHNICAL INSTRUCTION:

Technical Instruction:	Min.	Hours	of
1.The Cosmetology Act and the Rules and Regulations.			10
2.Chemistry pertaining to the practices of an Esthetician. (Shall include the chemical composition and purpose of cosmetic and skin care preparation. Shall also include the elementary chemical makeup, chemical skin peels, physical, and chemical changes of matter).			20
3.Health and Safety/Hazardous Substances (shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B).			20
4.Electricity (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment).			20
5.Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment).			20
6. Bacteriology, anatomy, physiology, skin analysis and conditions			15
7. Facials: (A) Manual (shall include skin analysis, cleansing, scientific manipulations, packs, and masks). (B) Electrical (shall include the use of all electrical modalities including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face).(C) Chemical shall include chemical skin peels, packs, masks and scrubs.			20
Training shall emphasize that only non-living, upper-most layers of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling).			20
8. Eyebrows Arching and Hair Removal (shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair).			05
(A) Tweezers			20
(B) Wax and depilatories			20
9. Make-Up (shall include skin analysis, complete and corrective make-up, and the application of false eyelashes).			20

100 HOUR MAX OF ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER: Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

ESTHETICIAN PERFORMANCE OBJECTIVE

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

SKILLS TO BE DEVELOPED

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

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

- 1. Be able to appreciate good workmanship common to esthetician.
- 2. Possess a positive attitude towards the public and fellow workers.
- 3. Appreciate honesty and integrity.
- 4. Have improved "people skills".

CLASSES HELD AT *Academy of Esthetics And Cosmetology Campus:*
1242 San Fernando Rd. San Fernando CA.91340

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of "C" (75%) or better.

GRADUATION REQUIREMENTS:

- 1. Complete: 600 hours-esthetician
***Applied effort as mandated by the state of California And The Board of Barbering and Cosmetology.**
- 2. Complete all, and/or over, the minimum requirements in regards to theory and operations as indicated on your weekly timecard.
- 3. Pass a written and practical final test with a 75% G.P.A. or better.
- 4. View specified educational videos from your video list/assignment sheets, (approx. one per wk).
- 5. Complete theory workbook.
- 6. Complete all (practical operations) assignment sheets prior to scheduled evaluations.
- 7. Prepare a photo portfolio with at least 15 photos of your "finished" work, (on going project). Prepare a typed resume with cover letter.

SAP EVALUATION POLICY

A Cosmetician will be evaluated at the following intervals:
 The point at which 25% of the course is scheduled to be completed, (150 hours)
 The point at which 50% of the course is scheduled to be completed, (300 hours)
 The point at which 75% of the course is scheduled to be completed, (450 hours)
 The point at which 100% of the course is scheduled to be completed, (600 hours)
And, the point of actual completion, or at which each additional 25% block of hours is scheduled to be completed, beyond graduation date.

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

ACADEMIC GRADING

100%-95%	A...Superior Performance
94%-85%	B...Above Average
84%-75%	C...Average
74%-65%	D...Unsatisfactory
64% -00 %	F...Fail

POINT GRADES FOR PRACTICAL WORK

(GPA 4)	4 POINTS=A
(GPA 3)	3 POINTS=B
(GPA 2)	2 POINTS=C
(GPA 1)	1 POINTS=D
(GPA 0)	0 POINTS=F

CURRICULUM FOR TEACHER TRAINING COURSE CIP#12.0413

(600 HOURS)

The curriculum for students enrolled in a teacher training course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of cosmetology, as defined in section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the instructor trainee of teaching techniques and principles. Please note 110 hours will be devoted to clinic/theory experience, which shall include all phases of being an Instructor.

**SUBJECT OF TECHNICAL INSTRUCTION:
Instruction:**

Min. Hours of Technical

1. The Cosmetology Act and the Rules and Regulations.	10
2. Preparatory instruction:	
(a) Instructional techniques: method of instruction, lecture; demonstration; performance; communication skills; instructional aids and the use of questions to promote learning.	40
(b) Organization techniques: 4 step teaching method: performance objectives; and learning domains, etc.	30
(c) Lesson planning: Subject; title; outlines; development; and visual aids, etc.	60
(d) Techniques of evaluation: purpose of tests; types of tests; test administration; scoring; and grading, etc.	10
3. Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations. Shall be conducted under the supervision of a licensed instructor).	140
4. Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory.	100

SUBJECT OF TECHNICAL INSTRUCTION:

Min hours of Practical Operations:

(A) Organization techniques: 4 step teaching method: performance objectives; & learning domains.	50
(B) Lesson planning: Subject; title; outlines; development; and visual aids, etc.	50

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

TEACHER TRAINEE PERFORMANCE OBJECTIVES: To help develop the ability to:

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

TO DEVELOP AN APPRECIATION OF:

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

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

CLASSES HELD AT *Academy of Esthetics and Cosmetology Campus:*
1242 San Fernando Rd.San Fernando CA.91340

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have satisfactorily completed Theory and Operations required by Bureau of Barbering & Cosmetology with an average grade of 75% or better he or she will be awarded a diploma certifying his or her graduation. Possess a high school diploma, and passed the instructor licensing exam with an overall average of 75%.

SAP EVALUATION POLICY

A Teacher Trainee will be evaluated at the following intervals:

- The point at which 25% of the course is scheduled to be completed, (150 hours)
- The point at which 50% of the course is scheduled to be completed, (300 hours)
- The point at which 75% of the course is scheduled to be completed, (450 hours)
- The point at which 100% of the course is scheduled to be completed, (600 hours)

And, the point of actual completion, or at which each additional 25% block of hours is scheduled to be completed, beyond graduation date.

ACADEMIC GRADING

100%-95%	A...Superior Performance
94%-85%	B...Above Average
84%-75%	C...Average
74%-65%	D...Unsatisfactory
64% -00 %	F...Fail

POINT GRADES FOR PRACTICAL WORK

(GPA 4)	4 POINTS=A
(GPA 3)	3 POINTS=B
(GPA 2)	2 POINTS=C
(GPA 1)	1 POINTS=D
(GPA 0)	0 POINTS=F

CURRICULUM 600 CLOCK HOUR MASSAGE THERAPY PROGRAM

The curriculum for students enrolled in a massage Therapy training course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of massaging. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the massage therapist of the techniques and principles learned. Please note 150 hours will be devoted to clinic/theory experience, which shall include all phases of being a massage therapy individual.

Minimum Specified Practical Operations Hours:

5	DISINFECTION	20	BASIC TRADITIN MASSAGE
25	BASIC SWEDICH MASSAGE	25	AMERICAN TECHNIQUES
75	BASIC SHIATSU/16 MOVEMENTS	10	AROMATHERAPY
35	PATTERNS OF KI/QICHI	25	FRONT/BACK/SIDE CHANNELS (ACUPRESS.)
10	INTRODUCTION SYSTEM MASSAGE	10	BUSINESS PRACTICE/MASSAGE BUSINESS

Subject Of Technical Instruction:	Minimum Hours of Theory Instruction
1. Health Safety/Hazards/HIV Aids	15
2. Disinfection/Sanitization	10
3. Histology/Anatomy/Physiology	10
4. Ethics/Nutrition/Principle/Techniques	15
5. Muscles/Nerves	10
6. Trigger Points/Deep Tissues Therapy	10
7. Other System Massage	5
8. Basic Tradition Massage	10
9. Basic Swedish Massage	10
10. American Techniques	10
11. Basic Shiatsu/16 Movements	20
12. Aromatherapy	5
13. Patterns of KI/Qi/Chi	15
14. Front/Back/Side Channels (Acupressure.)	20
15. Introduction System Massage	10
16. Sports Massage	55
17. Introduction Holistic Therapy	15
18. Business Practice/Massage Business	25

Additional training will be given in the following subjects matters: Salon management, communication skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards. Preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to the field.

Massage Therapy performance objective: Acquire knowledge of laws and rules regulating California establishments practices and understand procedures. Acquire the knowledge of general theory relative to anatomy, physiology, chemistry, and theory relative to practical procedures and perform and acquire business management techniques common to massage therapists.

Skills to be developed: Use of Proper implements relative to all massages procedures. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders.

Attitudes and appreciation's to be developed: Appreciate good workmanship common to massage therapists, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

Graduation requirements: When a student has completed the required theory hours and practical operations in Massage Therapy with a cumulative GPA of "C" (75%) and a cumulative attendance rate of 67%, he or she is awarded a diploma certifying his or her graduation.

Licensing requirements: There are No Licensing Requirements. Every city has an application process that vary from city to city; students are giving this information.

Grading Requirements: The schools general grading policy in order to determine satisfactory progress is as follows:

100% - 90%	(A) Excellent
89% - 80%	(B) Good
79% - 70%	(C) Satisfactory
69% - 60below%	(D) Unsatisfactory
59% - 00%	(F) Fail

Grade point average required for certifying completion of each program is a minimum cumulative passing grade of 70%.

Potential occupations after completion: Massage Therapist Specialist, product representative and company demonstrator.

The following applies for students under Department of Veterans Affairs All classes are Tuesday thru Friday 9am to 3:30 pm. Or 5:30 P.M. and Saturday 8:00 am to 4:30pm

All classes are Tuesday thru Friday 9:00 am to 4:30 pm. And Saturday 8:00 am to 4:30 pm.
 All classes have theory Tuesday thru Friday 9am to 10am. And Tuesday 6:00 pm. To 10:00 for
 the evening class

COSMETOLOGY

THEORY PRACTICE LABORATORY TOTAL

SUBJECT:

Cosmetology act.	20	--	--	20
Cosmetology chem.	20	--	--	20
Health & safety	20	--	--	20
Electricity	5	--	--	5
Disinfection	20	10	30	60
Bac/anat/phys	15	--	--	15
Wet styling	25	100	150	275
Thermal styling	20	20	50	90
Perm waving	20	40	125	185
Press & curl	--	20	40	60
Chemical relax	20	10	50	80
Haircutting	20	40	100	160
Color/bleach	40	30	105	175
Scalp treatment	5	5	20	30
Facial man.	5	10	20	35
Facial elec.	10	5	20	35
Facial chem.	10	5	20	35
Arching	10	5	25	40
Make-up	15	5	20	40
Manicuring	5	10	10	25
Pedicuring	5	5	10	20
Art nails	25	25	25	75
Add. training	100	--	--	100
		(120 nails)		
Total	435	345	820	1600

MANICURING

SUBJECT	THEORY	PRACTICE	TOTAL
Cosmetology act./Rules & Reg.	10	--	10
Cosmetology chem.	10	--	10
Health & safety	15	--	15
Disinfection	20	10	30
Bac/anat/phys.	10	--	10
Manicuring	20	40	60
Pedicuring	10	20	30
Liquid & Powder Nails	15	(80 nails)	95
Tips	10	(60 nails)	70
Repairs	5	(40 nails)	45
Add. Training	25	--	25
Total	150	250	400

ESTHETICIAN

SUBJECT	THEORY	PRACTICE	LAB	TOTAL
Cosmetology act	10	--	--	10
Cosmetology chem	10	--	--	10
Health & safety	20	--	--	20
Electricity	10	--	--	10
Disinfection	10	10	20	40
Bac/anat/phys.	15	--	--	15
Facial man	20	20	45	85
Facials elec..	30	30	40	100
Facials chem.	20	20	30	70
Arching/brows/twz	5	20	30	55
Hair removal/ wax	20	20	35	75
Make-up	20	20	40	80
Add. Training	30	--	--	30
Total	220	140	240	600

Academy of Esthetics and Cosmetology

SAFETY RULES

1. Wear closed toed tennis shoes and clean school uniform.
2. Sweep up hair immediately after a haircut.
3. Manicuring students, must dispose of acrylic powder and nail liquid by combining them in a paper towel, before disposing in trash.
4. Mop up spills immediately.
5. Wear safety goggles when mixing chemicals or cutting acrylics.
6. Read and follow instructions carefully.
7. When applying chemicals to a client, please do not leave them unattended.
8. Use dry hands when plugging and unplugging electrical devices.
9. Keep walkways clear from books and equipment.
10. Unplug hot irons and tools immediately after use, then place in safe area.
11. Wear gloves when mixing or applying chemicals.
12. First aid is available at the reception desk.

Academy of Esthetics And Cosmetology

ORGANIZATIONAL CHART

President/Owner
MS.Luz Alma Aviña

Vice President/Owner
Ms. Ivet Silva

Secretary and Treasurer/Owner
Ms. Irma Silva

Financial Aid Director
Ms. Cristina Lomeli

Faculty and Staff
Admissions
Ms. Herminia Cruz

Placement
Ms. Herminia Cruz

Director/Administrator
Ms. Luz Avina

Supervisor Instructor
Ms. Dora Jaime

Receptionist
Vacant

Instructors: Ms. Dora Jaime, Ms.Felicia Navarro, Ms.Patricia Hernandez
& Ms. Rose Lopez

Substitute Instructors: Ivet Silva & Esthela Martinez

EDUCATIONAL FACULTY QUALIFICATION LIST

Ms. Luz Aviña	DIRECTOR / INSTRUCTOR
Licensed Cosmetologist	28 years
Licensed Instructor:	27 years
Teacher Credential	23 years
Ms. Dora Jaime	SUPERVISING / INSTRUCTOR
Licensed Cosmetologist	22 years
Licensed Instructor:	20 years
Ms. Ivet Silva	INSTRUCTOR
Licensed Cosmetologist	18 years
License Instructor	16 years
Teacher Credential	13 Years
Ms. Martha Hernandez	INSTRUCTOR
Licensed Cosmetologist	12 years
Ms. Rose Lopez	INSTRUCTOR
Licensed Cosmetologist	26 years
Licensed Instructor	23 years
Teacher Credential	21 years
Ms. Felicia Navarro	INSTRUCTOR
Licensed Cosmetology	17 years

Directions to Academy of Esthetics and Cosmetology
academyofeandc@verizon.net

FROM THE 5 FWY (SACRAMENTO FWY), GOING NORTH, EXIT ON SAN FERNANDO MISSION BLVD. RIGHT ON EXIT ON TO SAN FERNANDO MISSION BLVD. , LEFT **ON SAN FERNANDO RD. 1242 SAN FERNANDO RD. (818) 361-5501.**

FROM THE 5 FWY (LOS ANGELES FWY), GOING SOUTH T, EXIT ON SAN FERNANDO MISSION BLVD. LEFT ON EXIT ON TO SAN FERNANDO MISSION BLVD. LEFT ONTO SAN FERNANDO RD.1242 SAN FERNANDO RD. .(818) 361-5501