

Approval Disclosure Statement

The Salinas Beauty College was granted institutional approval from the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94311. The Bureau's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions.

Institutional approval must be re-approved every three years and is subject to continuing review.

Approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or by the council. Approved are courses:

Cosmetology (CIP # 12.0401)

1600 hours

Grievance Procedure Policy

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to Angelica Ng, Director of Education or James (Jim) Edwards, Director/President of the Salinas Beauty College, Inc..

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA. 95833, www.bppe.ca.gov, toll free number (888) 370-7589 or by fax (916) 263-1897.

Naccas 4401 Ford Avenue, Suite 1300

Alexandria, VA 22302

Phone (703) 600-7600 -- Fax (703) 379-2200

Complaints

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

California statute requires that a student, who successfully completes a course of study and pays all fees, will be awarded an appropriate diploma or certificate verifying the fact.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided prior to signing an enrollment.

Administrative Business Hours

Tuesday through Saturday from 8:00 am to 4:30 pm.

Cosmetology Program's Mission And Purpose Statement

Our Mission Statement is to provide a quality education in cosmetology so our graduates are able to be employed and successful in the field of cosmetology.

Cosmetology Program's Goals and Objectives

Our goals are to train our students to pass the State Exam; instill ethical behavior including professionalism; provide up-to-date training and communication skills; and provide placement assistance. Our objectives are to prepare our graduates with the skills needed to secure and maintain employment in cosmetology.

Institutional Effectiveness

The SBC has trained more working cosmetologists in Monterey County than any other school. We historically have maintained a high pass rate for licensing exams in California.

Institution's General Facilities

The College on 916 So. Main Street in Salinas, CA. All class sessions are held at this location. There is easy access with the use of public and private transportation and unlimited parking.

The College has approximately 3500 square feet downstairs and 1000 square feet on the mezzanine floor. There are 20 student/patron styling and practice stations, facial area, dispensary, 3 theory classrooms, student lounge, and a library. The college staff and equipment can accommodate 85 adult cosmetology students.

Handicapped (Wheelchair Access)

The school is set up for wheelchairs including one of the restrooms.

Health, Compensation 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. According to the U.S. Bureau of Labor Statistics the Median hourly rate in the U.S. is \$ 10.94 per hour – the lowest is \$ 7.86 per hour and the highest is \$ 19.97 per hour. An experienced Cosmetologist can earn several thousand dollars per month in California. Compensation is primarily based on performance therefore salary range is determined by the level of productivity of the professional.

History

Salinas Beauty College was established to provide quality cosmetology education to the Salinas and Pajaro Valleys in 1938. There has been a great deal of growth in the Valley and the profession of cosmetology. We like to feel the college has contributed to both.

The College was acquired by award winning hair stylist Jim Edwards in 1971. Mr. Edwards is past president and co-founder of the local C.C.A. chapter; co-founder, Board member and Executive Director of the California Association for Schools of Cosmetology and Board member of the Professional Beauty Federation of California.

Scholarships

The SBC offers \$ 1,000.00 scholarships to graduating high school students. Each high school Career Center has the applications available.

Administration

The College is a corporation and James (Jim) Edwards is president.

Staff and Faculty Qualifications

Faculty members are chosen for their experience and expertise as teachers of cosmetology. Their training includes teaching methods and systems as well as specialized courses in cosmetology and hair styling on both a practical and collegiate level.

James (Jim) Edwards --- School Administrative Director and Substitute Instructor --- B.S., M.B.A. and Standard Designated Teaching Credential.

Angelica Ng -- Director of Education and Head Instructor -- A.A. degree with experience in all phases of Cosmetology -- oversees all training including bilingual and the State Exam

Veronica Velasquez -- Freshman and Bilingual Instructor -- experience in cosmetology specializing in Hair Styling.

Angelika Ng -- Instructor – specializing in skin care, hair color and hair extensions.

Organization Chart -- in order of authority

Director:	Jim Edwards
Director of Education/Head Instructor:	Angelica Ng
Instructors:	Veronica Velasquez and Angelika Ng

Membership

The administration and faculty are active in the professional associations, including:

- Professional Beauty Federation of California
- California Association for Schools of Cosmetology
- American Association of Cosmetology Schools
- National Cosmetology Association and CCA

Vaccination Policy

We don't currently have a vaccination policy, but we encourage healthy lifestyles.

Orientation Day Class

The SBC orientation consists of: explaining the course of study, the state licensing process/requirements, pass rates, placement rates, compensation, physical demands, safety requirements, program costs and payment plans (including Title IV).

Note: It is necessary for prospective enrollees to visit the physical facilities of the school and attend our "Orientation Day" for which students may get acquainted with staff members prior to enrolling or signing enrollment agreements.

Upon attending "Orientation Day" the student may start training at the next starting date of his/her choice within a year. Each class is started in eight week cycles on concurrent Tuesdays (depending on the student population load).

They are as follows for 2012:

Orientation Days	Start Dates
9/11/2012 &/or 9/18/2012 @ 8:30 AM	9/25/2012 @ 8:00 AM
11/6/2012 &/or 11/13/2012 @ 8:30 AM	11/20/2012 @ 8:30 AM
1/15/13 &/or 1/22/13 @ 8:30 AM	1/29/13 @ 8:30 AM
3/12/13 &/or 3/19/13 @ 8:30 AM	3/26/13 @ 8:30 AM
5/7/13 &/or 5/14/13 @ 8:30 AM	5/21/13 @ 8:30 AM
6/25/13 &/or 7/2/13 @ 8:30 AM	7/9/13 @ 8:30 AM

Calendar and Holidays

The school is closed Sunday and Monday and the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and following Friday and Saturday, Christmas Day, and approximately the last two weeks of every year. A special holiday may be declared for special or emergency reasons. Holy Days of all religious beliefs are respected and allowed. In the event of an unexpected closure due to unusual circumstances each staff member will be responsible for notifying a specified number of the students as to the date of the re-opening or the location of the school where they will be placed.

Conduct Policy

Each student on applying to the school for enrollment (on Orientation Day), is supplied with the Student Rules of the School. The rules are posted on the bulletin board of the school. The school reserves the right to terminate anyone whose conduct reflects on the reputation of the school or is detrimental to the welfare of other students.

Drug Abuse Prevention Program

The college strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with SBC who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit one of the following agencies:

Door to Hope	130 Church St. Salinas	422-6226
Sun Street Center	9 Sun St. Salinas	753-5145
Sunrise House	106 Lincoln Ave. Salinas	758-3302

Please see page 30 Rules and Regulation for our zero tolerance policy.

Tardiness Policy

There is a 15 minute grace period allowed for students late to a scheduled theory class. If the class is the first thing in the morning (9:00 a.m.) the student can not clock in or come to class after the 15 minute period, but may stay in the school (if quiet) and clock in after class.

Housing Policy

The Salinas Beauty College does not provide housing accommodations.

Admissions Policy

The Salinas Beauty College has not entered into an articulation or transfer agreement with another school. The School admits as regular students any person 16 years or older; we do not discriminate in our employment, admission, instruction or graduation policies on the basis of sex, age (except the 16 year old minimum age), race, color, religion or ethnic origin, nor does it recruit students who are attending another cosmetology school. The school encourages students to review the catalog and School Performance Fact Sheet prior to signing an enrollment agreement. The school requires that each student enrolling in the cosmetology program must:

Complete an enrollment application

Provide proof of secondary education such as a High School diploma, a GED certificate, an official of secondary school completion, or a state certification of home-school completion.

Copy of his/her social security card

Pass a written and subjective evaluation.

Provide a copy of his/her picture ID

High School

We have an enrollment contract with the local high school district for training high school students. They are considered non-regular students because they would not be graduating from the institution before completing high school and, as such, do not have an enrollment contract with the institution.

Brush-Up Students

All Brush Up Students must be evaluated -- the cost is \$ 100.00 and will be arranged by appointment. At that time the Salinas Beauty College will determine the length and depth of the needed coursework and will be placed at the designated level in our regular Cosmetology Course. The student will be expected to pay at the rate of a regular student, less the equipment and books already owned. We do not have a special course for Brush-Up Students.

Returnees from the Salinas Beauty College or Transfers from another School

1. If the student has not been in school for over five (5) years, it is necessary to complete the total course.
2. If the student has not been in school for over a year, but less than five (5) years, if he/she wishes to keep his/her hours, he/she must be evaluated. The student will be expected to pay at the rate of a regular student, less the equipment and books already owned and are updated. No student will be enrolled for less than 400 hours.
3. If the student has been Withdrawn for one reason or another within the past year, unless she is terminated for conduct reasons, he/she shall refer to # 2. In any case, no student will be enrolled for less than 400 hours.

4. If the student has completed 1600 hours within the last year, but **has not** completed the Exit Exams or owes the school money and wishes to sit for the exam, we will **not** send the State Board Exam Application or the Proof of Training. The student may come back, **free of charge**, for two weeks during which time he/she must sit for the Exit Exams; if he/she passes the exams and all fees have been paid we will forward the Proof of Training and Application to the State Board.

5. **Credit Evaluations:** New students from another school that transfer into the Salinas Beauty College and returning SBC students will start with “0” hours and be evaluated at the same schedule as any other new student except that their contract length will be adjusted for the remaining hours needed to complete the program. Appropriate credit will be granted for prior training or experience upon review and evaluation by school officials and the Board of Barbering and Cosmetology.

In the event the student **does not pass the exams** we will design a new Enrollment Agreement to meet the determined need -- including an end date. The student will be expected to pay at the rate of a regular student (\$ 7.00 per hour), less the equipment and books already owned and are updated. There will be an additional charge (at the above rate) if the student goes beyond the designated end date. When the our exams have been passed and all fees have been paid we will forward the Proof of Training and Application to the State Board.

Academic Transcripts

The transferability of credits you earn at the Salinas Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the clock hours, operations, exams or certificate of completion you earn in our school’s educational program is also at the discretion of said institution. You may be required to repeat some or all of your coursework at that institution so you should make certain that your attendance at this institution will meet your educational goals. However, the State Board of Cosmetology accepts the transcripts at our school and uses the Proof of Training document to do so. Student records on graduates and terminations are maintained for a period of five (5) years at the principal business location.

Ability to Benefit Policy

We no longer have an Ability to Benefit Policy. We are presently working with the local Adult School and community college, Hartnell College; they have the HEP program which helps the students pass the GED.

Statement of Non-Discrimination

No person will be denied admission, graduation, nor any other rights and privileges of the school due to race, sex, ethnic origin, age, color or religion.

State Licensing Requirements

Graduates may be licensed as a cosmetologist if they are 17 years of age, have the equivalent of a 10th grade education, and pass the State Exam.

Note: it is necessary to have a state license in order to obtain employment. Also, social skills are a necessity for success in the beauty industry.

The institution's standards for student achievement

Attendance Status

A full- time student attending a clock hour program is expected to complete 900 clock hours in a period not less than 30 instructional weeks attending a minimum of 30 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 – calculated on a 20 hour week the period should not exceed 45 weeks.

Credit Evaluation

College officials will grant appropriate credit for prior training or experience upon review and verification of its validity

Class & Practice Hours - Credit Procedure

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

Student Status: A full-time student can enroll to complete the course in as little as 44 weeks or as a part-time student in as long as 88 weeks.

Attendance Policy, Tardy and Make-up Policies

All students must attend his/her attendance schedule as prescribed in her/his Enrollment Agreement. An absence may be excused by calling in the same day prior to the beginning of class. Students are required to make-up for the lessons, and exams missed due to absenteeism. If the student is absent for three (3) consecutive weeks, the school will withdraw him/her. The Director of Education will review excessive tardiness or absences with the student to determine possible corrective action to the issue at hand. We presently do not charge for absences, but do charge (at our given rate - \$ 7.00 per hour) for an over-extended course of study. Note: this charge cannot be paid by Title IV funds.

Satisfactory Progress Policy

The students must attend a minimum of 2/3 their scheduled time frame so they can complete within 1.5 times of the period of time stated in his/her enrollment agreement.

Full-time students attend classes 30-40 hours per week.

Part-time students attend classes 20-29 hours per week.

Satisfactory Attendance

Students with a minimum of 70% average in theory and a GPA of 2.0 in practical/clinic work and a minimum of 67% of scheduled hours for each required evaluation.

They are as follows:

@ 450 hours a minimum of 301.5 hours

@ 900 hours a minimum of 603 hours

@ 1350 hours a minimum of 904.5 hours

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

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

The Leave of Absence will extend the student's contract period and maximum timeframe by the number of days in the Leave of Absence.

Students on a approved leave of absence or re-entering will re-enter making the same satisfactory progress as when the student left.

Grading System

Grade	Interpretation	Average
A	Excellent	90 - 100
B	Good	80 - 89
C	Average	70 - 79
D	Unsatisfactory	69 and below

Evaluation Periods: Students 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 on a scheduled hourly basis. The Evaluation Periods will be 450, 900 and 1350 hours. Students must maintain a C average for successful progression and graduation. Students finding difficulty in maintaining satisfactory progress will be put on Warning Status or may be put on Probation.

Successful graduates will be awarded an appropriate diploma upon completion of their training program and be qualified to sit for the state exam.

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.

The Director of Education will notify a student if of any evaluation that will impact his/her financial aid. And all students have access to their satisfactory academic progress evaluation results.

Appeal Procedures

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

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

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

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

Probation

Students failing to meet minimum progress requirements will be placed on probation with the opportunity to meet requirements for the next evaluation period. At the end of the probation period, the student's progress will be re-evaluated. If the student is meeting minimum requirements, he/she will be determined as making satisfactory progress. If the student fails to meet satisfactory progress he/she will be suspended. If when he/she returns and does not make satisfactory progress he/she will be terminated.

Reestablishment of Status

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by:

1. Making up missed tests and assignments and increasing cumulative grade point average to 70% and
2. Increasing cumulative attendance to 67%

Re-Instatement

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.

Withdrawals/Course Incomplete

Any student who withdraws from his/her contracted course or fails to complete his/her training will have notice placed in his/her student file as to progress at point of withdrawal and if unofficial will have a 14 day time period to Re-enter.

Repetition

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry.

Non-credit remedial courses have no effect upon a student's satisfactory progress status in this school.

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. Students should not request a Leave of Absence unless there is an absolute need to be off school for a period of more than 20 days but less than 180 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. Presently the SBC does not utilize federal loans, but when the time comes the following will prevail: 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.

Training Levels

Freshman --- Level I

A minimum of 200 hours is devoted to the basics and fundamentals of cosmetology. Classes for theory and application are conducted daily for eight weeks. Students are shown the skills and the intricacies are explained; then the student practices and is evaluated. In order to progress to the Sophomore level, the student must: complete a minimum of 200 hours, complete the Criteria Card, and pass the 200 hour incremental tests.

Sophomore --- Level II

A minimum of 200 hours is designated for the student to practice on (paying) clients and to begin developing “people skills” along with practical (technical) skills. In order to progress to the Junior level, the student must complete the Criteria Card and pass the 450 hour incremental tests.

Junior --- Level III

There are no hourly requirements to graduate to the Senior level. But another Criteria/Report Card must be completed and the 900 hour incremental tests must be passed before progressing to the Senior level.

Senior --- Level IV

The third and last level is completed at 1600 hours for the cosmetologist. In order for the Senior student to obtain a diploma he/she must complete the Senior Criteria/Report Card and pass the 1350 incremental tests and simulated state exam tests coupled with the practical exams. The Senior students are expected to perform with little supervision, pursue the exam process, and prepare for job placement (including resume writing and interviews).

Time Ticket Policy

Each student is responsible for his/her time ticket. Students may not clock in or out for each other; or clock in for him/herself and come back later to clock out. Time tickets must be turned in daily and will not be accepted if late or turned in by another student. The tickets represent the accumulated theory and practice hours completed. These are checked and posted on the appropriate records. If the tickets are turned in late the student may lose the hours. If this results in the student completing the course later than the contract states, the student will be required to pay for the additional hours at the prescribed price. If another student clocks in for a student the following will happen:

- A. The first time it happens the student who has been clocked in for (and is receiving illegal hours), or clocking in and out for his/herself, will lose ¼ of his/her hours; and will be required to pay for any additional hours completed after the stated contract completion time. The student who has clocked in for the other one will also lose ¼ of his/her hours.
- B. The second time it happens one or both will be suspended
- C. The third time it happens one or both will be dropped from the course and if they wish to receive their accumulated hours they will have to pay accordingly.

Cosmetology Program 1600 Hours DOT # 332271010 CIP # 12.0401

This career oriented educational program is designed for men and women who are interested in a professional position in the world of beauty and fashion. The graduating student may work for someone, rent a booth, or go into business for him/herself. Teaching methods blend and balance in-depth study, research, practical training, and experience in the skills and knowledge of beauty and cosmetology.

Objective

This program is designed to produce a graduate with job-level skills able to qualify for and obtain the initial license as a professional Cosmetologist. Studies include theory and practical instruction in all phases of Cosmetology including: haircutting, hair styling, hair coloring, permanent waving, facials and manicuring.

Classroom Procedures

This course is constructed in training segments based on areas of required study and hours required as prescribed by the Board of Barbering and Cosmetology. Individuals with prior hours recognized by the Board transferring from an accredited school may complete the course at a reduced, provided that they can demonstrate the appropriate educational background necessary to successfully complete the studies.

Curriculum for Cosmetology Course as per the California State Board of Cosmetology

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

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

(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing

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

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

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

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

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

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

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

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

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

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

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

Laws and Regulations (20 Hours of Technical Instruction):

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

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

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

Disinfection and Sanitation (20 Hours of Technical Instruction):

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

Anatomy and Physiology (15 Hours of Technical Instruction):

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

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

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

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

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

purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

Eye Brow Beautification and Make-up (25 hours Technical Instruction and 30 Practical Operations):

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

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

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

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

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

Artificial Nails and Wraps (25 hours Technical Instruction and 120 (nails) Practical Operations):

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

The California State Board recommends that schools provide training in the area of communication skills, professional ethics, salesmanship, decorum, record keeping, compensation, payroll deductions, state licensing, fundamental business practices and client service records. The Salinas Beauty College follows the recommendation.

TEACHING METHODS

Courses are taught by: lectures, discussions, demonstrations, audio/visual presentations, guest artists, salon visits, practical and theory testing, lab and clinic work

GRADING

Both theory and practical work will be evaluated with the following percentages applied:

Grade	Interpretation	Average
A	Excellent	90 - 100
B	Good	80 - 89
C	Average	70 - 79
D	Unsatisfactory	60 - 69
F	Failing	0 - 59
I	Incomplete	

Graduation Requirements and Awards

When a student has completed the California State required 1600 hours for the cosmetology course, has satisfied the course requirements, passed the exit exams (baby boards) and all fees are paid in full the student may graduate; he/she will receive a diploma and be eligible to take the State Board Examination.

Note: Because of “lack of demand” we no longer offer the Manicuring Course. Also, we don’t offer the Teacher Training Program except as a format for our in-house instructor trainees.

US Constitution Day

The Salinas Beauty College complies with the Federal Requirements for Title IV funding by requiring all students to receive information on the US Constitution every September 17th. If the 17th does not fall on a school day, the information will be given on the school day preceding the 17th of September.

Placement (Employment Assistance)

Job Placement assistance is provided to students and graduates at no additional charge. In the event the student does not have a job upon completion of the course -- we provide assistance. The school has classes on "How to Get and Keep a Job". The class includes resume writing and the "PROCESS" of "Getting a Job". A list of all the Salons in Monterey County (along with the present managers' and owners' names) that have reflected an employee need is provided for the students. There is, however, no guarantee of Job Placement. Although the staff and other students are aware of exam results, the State Board of Cosmetology has a quarterly report that indicates the students who pass or fail the exam. The students are encouraged to return to school for a designated period of time for assistance on passing the test – for no charge.

(FERPA) Disclosure and Retention of Student Education Records

Adult students and parents of dependent minor students have the right to inspect, review and challenge the information contained in their education records, or those of their minor or tax dependent child. There must, however, be a staff member (of the School) on hand while the reviewing is being done. Students are not entitled to inspect financial records of their parents. Written consent from the student, and/or parent or guardian if the student is a dependent minor is required before education records may be disclosed to third parties, with the exception of accrediting commissions or governmental agencies, so authorized by the "privacy act." Requests for transcripts must come in the form of a notarized letter.

In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the Salinas Beauty College shall maintain at its principal place of business at 916 So. Main Street, Salinas, CA., for a period of 5 years, for each student granted a degree or certificate by the institution, permanent records of all of the following:

- (1) The degree or certificate granted and the date on which that degree or certificate was granted.
- (2) The courses and units on which the certificate or degree was based.
- (3) The grades earned by the student in each of those courses.

Uniform Policy

Uniform is either a black or white lab coat; or a black apron over black &/or white street clothes. Any student arriving at the College without the proper uniform is subject to being placed on probation and eventual suspension or termination.

STUDENT'S RIGHT TO CANCEL:

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later. The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance. Refund Policy: After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (including absences), there will be no refund to the student. A registration fee of \$ 250.00 is a non-refundable item. The STRF fee is also non refundable. 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.

Our program is measured in clock hours, and as such, unofficial withdrawals will be monitored and determined by our institution at the times it normally monitors attendance, but a minimum of once a month (30 days).

If a student on an approved leave of absence notifies the school that he or she will not be returning, the date of withdrawal shall be the earlier of the date of expiration, of the leave of absence or the date the student notifies the institution that the student will not be returning.

When situations of mitigating circumstances are in evidence, the school has a policy wherein the refund to the student may exceed the refund guideline.

Return of Title IV Funds Policy

Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned.

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.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at the Salinas Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or transferable hours you earn in Cosmetology is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or transferable 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 the Salinas Beauty College to determine if your diploma or transferable hours will transfer.

STUDENT TUITION RECOVER FUND (STRF)

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. This statement shall also describe the purpose and operation of the Student Tuition Recovery Fund and the requirements for filing a claim against the Student Tuition Recovery Fund.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all the following applies to you.

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

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

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

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

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

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

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

STRF Fees are Non-Refundable

It is important that enrollee's keep a copy of any enrollment agreement, financial aid papers, contract, or application to document enrollment' tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF. Questions regarding the STRF may be directed to the:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
(888) 370-7589

California Board of Barbering & Cosmetology

2420 Del Paso Road, Suite 100
Sacramento, CA 95834
Phone (916) 575-7101 Fax (916) 575-7281

National Accrediting Commission of Career Arts and Sciences (NACCAS)

4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
Phone (703) 600-7600 -- Fax (703) 379-2200

Notice of Student Rights

1. You may cancel your contract for schooling, without any penalty or obligation as described in the Notice of Cancellation form that will be given to you the first day of 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.

2. You have a 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 Director at the address and phone number at the above Bureau for information.
4. If you have complaints, questions, or problems which you cannot work out with the school, write or call the above Bureau/Board.

Tuition and Fee Schedule

Tuition and Fees

Registration Fee (Non-Refundable)	\$ 250.00
Tuition = \$ 7.00 per hour X 1600 hours	\$ 11,200.00
Equipment (Including books & kit)	\$ 1,605.00
California STRF Student Tuition Refund Funds fee (if applicable) (Non-Refundable)	\$ 32.50
Total Cost of Program	<u>\$ 13,087.50</u>

Books and Cosmetology Equipment

Basic Equipment/Kit Total = \$ 275.00

1 Case	2 Brushes
1 Shampoo Cape	1 Tint Comb
1 Box Double-Prong Clips	1 Hair Shaper
5 Duckbill Clips	5 Styling Combs
1 Regular Scissors	5 Rattail Combs
1 Pair Thinning Shears	Perm Rods (6 doz)
2 Pair Rubber Gloves	1 Dye Brush
1 Tint Bottle	1 Vent Brush
1 Round Styling Brush	1 Comb-Out Cape
1 Water Applicator	1 Hair Color Bowl
1 Basic Acrylic Nail Kit	1 Basic Manicure Kit
1 Manicure Bowl	2 Mannequins with 1 Holder
Rollers (6 doz)	1 Black Lab Coat

The Professional level kit package includes: Total = \$ 945.00

Blow Dryer	Curling Iron ¾"	Electrical Clippers	Electrical Trimmer
Feather Razor	Curling Iron ½"	CHI Pressing Iron	Professional Scissor Package

Book Package

Total = \$ 385.00

1 Theory Manual (Milady)	1 Work Book (Milady)
1 Exam Review	1 The Beauty Business Book
1 AceN the Test	1 Milady CD Rohm

Method of Payment

The SBC is eligible for Title IV funds; many students may qualify which pays for a large portion of the training. Also, we presently contract with local school districts through the ROP which presently pays \$ 2.36 per hour of the students' tuition costs. For those who do not qualify for Title IV funds a payment plan is available and some costs may be paid after the student has graduated. No interest will be charged until after the designated completion time.

Extra Instructional Charges

If a student goes over the Completion Date on his/her Enrollment Contract, it will be necessary to pay for the remaining hours at the \$ 7.00 per hour rate. In the event the student decides to drop the course he/she will not be able to keep the completed hours until all monies are paid, and all remaining fees (after a Refund Calculation is initiated) are owed.

FINANCIAL AID INFORMATION

Basic Financial Aid Consumer Information

In an effort to assist the student in making a more educated decision about enrolling, the institution provides the following disclosures on paper in the catalog on its website.

California State Institutional Performance Fact Sheet

Federal Disclosures

Right- to- know Act.

How are our students doing?

Gainful Employment

Admissions Disclosure

Crime statistics report and procedures – Clery Act

Constitution & Citizenship Day (Sept 17th)

Drug and alcohol abuse policy

FERPA

Textbook disclosure

GED Classes availability

Copyright protection policy

Voting Information

Financial Aid Mechanism

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. **Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms.**

Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school. **Note: Because we have ROP funds, at this time the Salinas Beauty College does not encourage federal loans.**

Compliance Statement

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

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

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

Federal PELL Grant Program (FPELL) \$5,550 maximum annual limit (Does not require repayment)

Student Eligibility Requirements

To be eligible for financial aid, a student must:

- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;
- Be registered for selective service (if a male between the age of 18-25);
- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- Have a High School Diploma, (or its equivalent) a GED
- Agree to use any federal student aid received solely for educational purposes.

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. We strongly recommend students and parents to use the FAFSA on the web using the IRS information retrieval and utilizing their USDE PIN number to execute promissory notes, signatures on FAFSA loan entrance and exit counseling and access to the loan records.

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 2011-2012, 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: \$ 5,550.00

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.

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. **SBC** 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.

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	\$ 11,200.00
	Registration Fee	250.00
	Books and supplies	1,605.00
	STRF Fees	32.20

Living cost allowance (monthly figures):

	Student Living with parents	Student living 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 Books and supplies)

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

1. Family contributions
2. Other resources (ROP)
3. Federal PELL Grant

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. FSA regulations refer to the amount of aid that exceeds the allowable charges as a credit balance

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. Parent information relates to the parent that provides the majority of the student support when parents are separated or divorced.

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:

Were you born before January 1, 1989?

As of today, are you married? (Separated but not divorced)

As of July 1, 2012 will you be graduate or professional student?

Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?

Are you a veteran of the U.S. Armed Forces?

Do have children who will receive more than half of their support from you between July 1, 2012 and June 30, 2013?

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?

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?

As determined by a court in your state are you or were you an emancipated minor?

As determined by a court in your state of legal residence, are you or were you in legal guardianship?

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?

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?

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

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

Refunds

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.

Transfer Student

A student, who attended a Post-secondary institution before the enrollment at Salinas Beauty College, is required to provide a Financial Aid history from each of the institutions attended within the last six months before the enrollment at this institution. If a financial aid history 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 history are received by SBC.

Verification Process:

The 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 2010 and 2011.
- 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 cannot be obtained by the applicant.
- Completed verification- If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:

Letter stating that the verification process was completed

Copy of the application data that was verified, and

If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.

A completed Financial Aid transcript.

- Pacific Island residency status- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To

qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address

- No funds disbursed- The applicant will not receive federal aid funds,

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

Data items include:

- Total number of persons in the household.
- The number of members of household enrolled at least half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2011).
- U.S. income tax paid for the base year (2011).
- Certain untaxed income and benefits for the base year if certain conditions would apply include:

- Social Security benefits.

- Child support.

- Untaxed payments to IRA or Keogh

- Foreign income

- Earned income credit

- Interest on tax free bonds

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

DOCUMENTATION REQUIRED: Student, spouse and/or parents (as applicable) signed income tax forms (IRS 1040, 1040A, or 1040EZ 1040Telefile and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet 2011-2012. 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. If the FAFSA is completed in the Web and the ISIR returns with an IRS code of (2), no tax forms will be required.

TIME PERIOD FOR PROVIDING DOCUMENTATION:

Applicants must provide the required documentation within 60 days from the last day of attendance or August 31, 2013, 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.

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.

State Exam Costs

There are costs for taking the California State Exam. Aside from state fees and kit costs there are costs for a model, room and food. We calculate the total to be around \$ 500.00.

Schedule

The school is open Tuesday through Saturday from 8:00 AM to 4:30 PM
Freshman Typical Daily Program

Tuesday:

8:00-9:30	Work Shop
9:30-10:30	Theory
10:45- 12:00	Scalp Treatment
12:30- 3:00	Manicuring
3:00- 4:00	Theory
4:00 - 4:30	Clean-up and Record Keeping

Wednesday:	
8:00-9:30	Work Shop
9:00- 10:30	Theory
10:30- 12:00	Hair Shaping practice
12:00- 12:30	Lunch
12:30- 3:00	Curl construction practice
3:00- 4:00	Theory
4:00 - 4:30	Clean-Up and Record Keeping

Thursday:	
8:00-9:30	Work Shop
9:00- 10:30	Theory
10:30- 12:00	Facial practice
12:00- 12:30	Lunch
12:30- 3:00	Hair Cutting practice
3:00- 4:00	Theory
4:00 - 4:30	Clean-Up and Record Keeping

Friday:	
8:00-12:00	Curl Construction practice
12:00-12:30	Lunch
12:30- 4:00	Cold Waving theory & practice
4:00 - 4:30	Clean-Up and Record Keeping

Saturday:	
8:00-12:00	Free & Card Work
12:00-12:30	Lunch
12:30- 4:00	Free & Card Work
4:00 - 4:30	Clean-Up and Record Keeping

Sophomore/Junior/Senior Typical Daily Program:

Tuesday through Thursday:

8:00 - 9:30	Work Shop
9:00- 10:30	Theory
10:30 -11:30	Practical Clinic Workshop
11:30 - 1:00	Staggered 1/2 hour Lunch
1:00 - 4:00	Practical Clinic Workshop
4:00 – 4:30	Clean-Up and Record Keeping

Students are given breaks at class intervals.

Students are allowed to have services performed on them or provide them for friends and family on Tuesdays and Wednesdays from 11:00 to 4:30 at discounted student prices. Freshmen students may perform free services on Saturdays. Extenuating circumstances such as the Prom, a Wedding or other Major event may allow for other times IF approved (in writing) in

ADVANCE. At no time will the students be allowed to give or receive services during class time.

Career Counseling

The school counsels the students individually as often as necessary. Counseling takes place in monitoring the student progress as scheduled for the period of enrollment. Prospective employers are invited to the school regularly to give demonstrations and discuss career goals with the students. This process supplements the daily counseling carried out by the instructors.

English-as-a-Second Language of Instruction

We do not offer English-as-a-Second Language. We do have bilingual classes.

Cosmetology Potential

Cosmetology: The cosmetologist may work in a salon as a: Hair Stylist, Manicurist, Cosmetician (Esthetician), Perm Technician, Hair Color Technician, Scalp and Hair Specialist, Make-Up Artist, Shop Manager, Salon Owner or Concessionaire, or Salon Supervisor.

Student Rules

1. Regular hours are from 8:00 A.M. to 4:30 P.M., Tuesday through Saturday.
2. All students shall report to school in a uniform and dressed appropriately. Uniform is either a black or white lab coat; or a black apron over black &/or white street clothes. Any student arriving at the College without the proper uniform is subject to being placed on probation and eventual suspension or termination.
3. Students shall come to school looking professional. Class time shall not be spent combing one's hair or applying make-up.
4. Students are to take lunch between 11:30 and 1:00. Students may wait on another student for lunch if approved by an instructor. Eating, drinking, or gum chewing is allowed only in the lunch area and students must clean up after themselves when finished having lunch. All-day students must check out for lunch 30 minutes each day. If a student fails to check out for lunch, 30 minutes will be deducted from his/her time ticket. State law prohibits any student from attending over six hours without a lunch period.
5. No one is allowed behind the reception desk, in the office, or in the supply areas unless authorized.
6. No personal phone calls are permitted during class time. The receptionist may take a message for students in an emergency. Students should advise friends and family of the school policy. **Cell phones must be turned off or put on vibrate during class.**
7. Students must clean their stations after each service. Hair must be swept immediately after haircuts are completed. The students are responsible for the cleanliness of their work areas and assigned clean-up areas. Unkempt work areas or non-participation in "clean up" can result in the student receiving a "Student Compliance Slip" which can result in Suspension and/or Termination.
8. All appointments must be made by the receptionist and no appointments are to be made by the student, unless O.K.'d by the Clinic Instructor. Additional materials for services must be paid for and approved by an instructor. Also, a service work slip must be visible during all services. Except for extenuating circumstances, students must take all appointments assigned to them.

9. Students are allowed to have services performed on them on Tuesdays, Wednesdays, Thursdays and Saturdays from 1:00 to 4:30 with the Clinic/salon Instructor's permission. **An exception would be if Evaluations and/or Testing are given during those time frames. At no time will the students be allowed to give or receive services during class time.** An Approval ticket (filled out with the student's name, the service and price and with and instructor's initial) is mandatory and all fees paid in advance with no exception. **Note: No chemical products may be used in the school that hasn't been dispensed from our Instructors.** There is no charge for services that require no chemicals, such as hair cuts and styling. The charge for all chemical services such as perms and/or colors is ½ of the posted price list at the Reception Desk.
10. **Each student is responsible for the accuracy of his/her time ticket. Students may not clock in or out for each other and all time tickets must be turned in daily. Doing so can result in losing hours, suspension and or termination. Time tickets will not be accepted if late or turned in by another student --- resulting in no credit for the hours.**
11. Students must not leave the school during the regular hours without permission from the supervisor and must check out on the time clock.
12. Students must maintain the attendance schedule they committed to when enrolling. In the event there is a problem, it should be discussed with the Education Director or Director; otherwise the student may be suspended or terminated until such a time the schedule can be attained.
13. Each student has the privilege to discuss (with the school Director or Education Director) any school or personal problems that may affect his/her program.
14. All students are required to perform fifteen (15) minutes of clean-up duty daily. **Any student who consistently refuses to do clean-up will be dropped from the program.**
15. There is a 15 minute grace period allowed for students late to a scheduled theory class. If the class is the first thing in the morning (9:00 a.m.) the student cannot clock in or come to class after the 15 minute period, but may stay in the school (if quiet) and clock in after class.
16. **It is mandatory that all students attend theory classes at 9:00 including part-time students.**
17. Students are required to take clients in the clinic/salon.
18. Excused absences are acceptable and the time may be made-up, however continued absences of any type will indicate the student will not be available for work when finished with the course; and as such continuation of the course will be discussed.

CONDUCT POLICY RELATING TO DISMISSAL

- a. Continued tardiness interrupting theory classes as well as continued tardiness with clinic clients.
- b. Rudeness of students to fellow classmates, faculty, and the public.
- c. Taking Drugs or Drinking while attending school
- d. Continued inappropriate dress (no uniform)
- e. Obscene language
- f. Unclean appearance
- g. Fighting or physical/mental abuse
- h. Absentees in excess of the minimum 1/2 time attendance requirement and/or interfering with satisfactory progress.

- i. See Time Ticket Policy
- j. Sexual harassment &/or abuse
- k. Destroying or stealing school or other students' property
- l. Continued refusal of taking clients

Note: If student is taking drugs while in school (c), or physically fighting and/or abusive (mentally or physically) (g), or involved in sexual harassment and/or abuse (j) the student will be immediately terminated.

Otherwise, we use a three step process to dismissal a student. They are a warning and probation, suspension, and finally the student is terminated.

The school reserves the right to change the rules at any time without notice and posting such changes on the bulletin board.

Campus Security

Salinas Beauty College encourages all students, clinic customers, and visitors to report any criminal activity they witness. Anyone witness to criminal activity of any nature should report it to a member of the staff at once. If the nature of the crime is such that persons on the campus may be in danger witnesses should, at once, telephone the Local Police Department emergency number at: 911.

Crimes involving theft of private property are usually reported by the injured party; however, students, customers and/or visitors witness to such an event should report it at once.

The theft of School property will be reported to the Police without exception. Customers or visitors suspected of criminal activity will not be allowed on School grounds until the time they are cleared, by the Police, of any wrong doing.

Students suspected of criminal activity may be suspended or terminated at the discretion of the School Director. Students convicted of a serious crime committed on campus or during their period of enrollment will be terminated. In this case, a serious crime is any crime determined to be a felony, or certain misdemeanors including, but not limited to; theft, assault, battery, robbery, drug law violations, liquor law violations and possession of a weapon.

Salinas Beauty College depends on the good citizenship of its staff and students to cooperate in its efforts to keep the facility safe from criminal activity. There are no official security personnel as a part of the staff; however, as a part of their course of learning, Cosmetology, Skin Care and Nail Care students are instructed on ways to prevent theft of property from the clinic and classrooms.

The school will not tolerate use, sale or possession of any illegal drug, drug paraphernalia or alcoholic beverage (legal or otherwise) on campus. Students, customers or visitors in the facility using these substances are a disruption. These persons will be removed from the premises by the police, if necessary.

Recent History of Crime in and around Salinas and the School

Salinas has the 12th highest crime rate in the United States. We have the 4th highest homicide rate in California. Following is the latest data available: Murder = 1.65 the National Average;

Forcible Rape = 1.04 times the National Average; Robbery = 1.21 times the National Average; Aggravated Assault = 1.33 times the National Average; and all Violent Crime = 1.34 times the National Average.

Salinas is a known gang town and most of the criminal activities are on the East and North side of the city, whereas the school is located on the South side. About five years ago there was activity that led us to believe there might be danger for our students so we contacted the local police and they started patrolling the area randomly – as such we hadn't seen or heard of any criminal activity in the area until last month when (June 2011) a student's car was robbed. Unfortunately, in the last two months (February/March 2012) there have been armed robberies in our end of town.

The information discussed in this catalog is in effect from: July 1, 2012 to June 30, 2013 and is updated annually.

**SALINAS BEAUTY COLLEGE, INC.
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**SALINAS BEAUTY COLLEGE
CATALOG 2012-2013
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