

HAIR
CALIFORNIA



BEAUTY ACADEMY

Instruction in the Arts of
HAIR, NAIL & SKIN CARE

SCHOOL CATALOG

Valid Jan. 1, 2012 – Dec. 31, 2012

1110 NORTH TUSTIN ST, ORANGE CA 92867 (714 633-7170)

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WELCOME/MISSION STATEMENT

Welcome to the wonderful world of beauty and hairstyling. Hair California Beauty Academy offers you personalized care with detail attention to your needs and abilities. If you are people oriented and are willing to learn and study, Hair California Beauty Academy will help open the door to your future.

Our main goal and objective is EDUCATION for those wishing to enter the beauty industry as a Manicurist, Cosmetician, Barber, Cosmetologist, Instructor, or Massage Therapist. We want to offer to you the most current and progressive teaching methods and techniques. We will pass on to you the information needed to pass the State Board Licensing Examination (you must be licensed to work) and to enter the working field with skill and confidence.

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.

HISTORY

Hair California Beauty Academy was established in 1989 as a takeover of an existing successful school by its current owner, Ms. Thuy Minniti. It is the goal of management and ownership to bring a positive service to the community. The methods of teaching will reflect all ethnic needs.

FACILITY

Hair California Beauty Academy is a modern structure with all necessary equipment and training aids. Student and patron comfort were taken into account when designing the school. The location has excellent access to and from freeways and has more than ample parking.

The facility has over 4500 sq. ft. of space which includes 3 theory (class) rooms, a large clinic (service) area with a total of 79 work stations, 10 hair dryers, and 7 shampoo bowls for practical training, 3 staff offices, and 2 restrooms.

ENGLISH ONLY/ENGLISH SECOND LANGUAGE

We provide instruction in English only. Students from the community college must meet community college requirements for English proficiency. Financial aid students must pass the ability to benefit (ATB) test which is administered in English. Our school does not offer English Second Language (ESL) instruction. We do not offer instruction in any language other than English.

APPROVAL DISCLOSURE STATEMENT

The HAIR CALIFORNIA BEAUTY ACADEMY located at 1110 N. Tustin, Orange, CA zip code 92867 is a private institution licensed to operate by the Council for Private Postsecondary Education. This means that the institution and its operation must comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. This license must be renewed every three years and is subject to continuing review. The institution is licensed to teach the following courses/professions:

Manicuring	400 hrs	Cosmetician	600 hrs	Barber	1,500 hrs
Cosmetologist	1,600 hrs	Instructor Training	600 hrs	Massage Therapy	600 hrs

Instruction is in residence with facility occupancy level accommodating students at any one time. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

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.

The following state boards, bureaus, departments or agencies which set minimum standards for your program of studies in accordance with Education Code Section 94316.12:

California Bureau for Private Postsecondary Education
2535 Capitol Oaks Dr., Suite 400
Sacramento, California 95833
P(916) 431-6959 F(916) 263-1897

National Accrediting Commission of
Career Arts and Sciences
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
(703)600-7600

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the school director, Ms. Thuy Minniti.

Unresolved complaints may be directed to the California State Department of Education, PRIVATE POSTSECONDARY EDUCATION DIVISION, (916) 445-3427.

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
2535 Capitol Oaks Dr., Suite 400
Sacramento, California 95833
P (916) 431-6959 F (916) 263-1897

All information in the content of this school catalog is current and correct and is so certified as true by Ms. Thuy Minniti

APPROVALS

Hair California Beauty Academy is authorized by the State of California, as a training institution to qualify its graduates for a State license as a Cosmetologist, Manicurist, Cosmetician, Cosmetology instructor, Barber and Massage Therapist.

ADMINISTRATION

Hair California Beauty Academy is directed by Thuy Minniti, with its main location at 1110 N. Tustin, Orange, California 92867

Thuy MinnitiDirector

Ilene Hingbotham.....Financial Aid Administrator

Anna Minniti.....Administrator/Admissions Counselor

INSTRUCTORS:

Instructors are licensed by the California State Board of Cosmetology. To keep up with the current methods of teaching styling trends, the staff regularly attends special classes and seminars.

Thuy MinnitiInstructor
Licensed instructor for 22 years and has been in the Cosmetology field over 35 years, both in the United States and South Viet Nam as a cosmetologist, salon owner and school owner.

Eileen Higginbotham.....Instructor
has been in the cosmetology field for more than 18 years as an instructor, teacher, manager and master stylist.

Maria Perez.....Instructor
has been in the cosmetology field for more than 30 years as an instructor and has over 18 years of experience as a massage therapist.

Carol Etchendy.....Instructor
has been in the cosmetology field for more than 30 years as a salon owner, massage therapist, esthetician, & instructor

SUBSTITUTE INSTRUCTORS:

Jesus Santiago..... Instructor
2 years of experience as a cosmetology/barber instructor.

Telsha Finlayson..... Instructor
2 years of experience as a esthetician instructor.

SCHOOL CALENDAR AND STARTING DATES

Hair California Beauty Academy operates continuously throughout the year except for the following holidays:

New Year's Day Memorial Day July 4th Labor Day Thanksgiving Day Christmas Day

Because the courses offered are on an open-entry basis, all prospective students may enroll on the first Tuesday of each month.. Classes begin the first Tuesday of each month except holidays and holiday eves. For specific information please contact the school registrar.

ADMISSIONS REQUIREMENTS - FOR ALL PROGRAMS

Students are admitted as regular students under the following criteria: All students must have completed high school or its equivalent as required by the California State Board of Cosmetology and or met the admission requirements of the Title IV Higher Education Act. Students enrolled under the training agreement with Community College must meet requirements set by the Community College Admissions. This program has limited spaces. The school will accept credit hours of previous training from another school as allowed by the California State Board of Barbering and Cosmetology.

Students enrolling in the Teacher Training Program must have a valid California Cosmetology License and a High School diploma or its recognized equivalent.

STATEMENT OF NON DISCRIMINATION

Hair California Beauty Academy does not discriminate on the basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, or ethnic origin in its admissions instruction or graduation policies.

CREDIT EVALUATION

If for some unforeseen reason a student must interrupt the course of study, the California State Board of Cosmetology provides the hours of applied effort accumulated to remain in effect for a period of three years from the date of withdrawal. 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 Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on an evaluation by the California State Board of Cosmetology.

DISCLOSURE & MAINTENANCE OF EDUCATIONAL RECORDS

Adult students and parents/guardians of dependent minor students have the right to inspect, review, and challenge information contained in the student's educational records. The files are located in a safe area of the administrative office and are inaccessible to the student unless the student requests to review the file. During this review a staff member must provide supervision and interpretation of the records. Educational records are defined as files, materials, and documents which contain information directly related to the students. These records will be maintained for a minimum of five years after graduation. Students are not entitled to inspect the financial records of their parents.

Written consent is required from student or guardian before educational records or any other information may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

ADVISING POLICY/PROCEDURE

Students will be advised on an individual basis for matters pertaining to Financial Aid, education and professional growth. The students are to be advised for academic progress as needed and or at the time of their periodic evaluations. The type of advice will vary according to each student's evaluation. The student's strengths and weaknesses are assessed. In cases of unsatisfactory progress, a formal advising session must be documented on the schools advising form. A plan for improvement will be made which is understood and agreed to by the students. A copy of the report is filed in the student's personal files and is available for review by the student and or guardian where applicable upon request.

CAREERS IN BEAUTY & BARBERING

Mastering the art of these careers will qualify you to specialize in hair styling and designing, coloring, permanent waving, trichology, skin-care, make-up, manicuring, salon management, instructing and platform artistry. In choosing beauty or barbering as a career, you are assured of a rewarding, creative and innovative future by using your talents to reach and achieve your highest goals.

WHY SELECT THIS CAREER

Many careers become obsolete with the changing times. However, this diverse industry continues to grow and expand and has become the fourth largest career field in the country. The service field is now the biggest growth area of our economy.

SALARIES

A beginning careerist in the beauty industry can realize a comfortable income and the professional with more experience can increase his/her salary substantially. Although the beauty profession is an artistic and challenging career in which one's talent can be nourished and expanded, it is attitude and desire which are most important for success. Dependability and ability to interpret a client's desires are most important, and these traits should be emphasized.

PLACEMENT/EMPLOYMENT PREPARATION

Although we cannot guarantee placement, we do provide training which will help ensure that our graduates will be highly employable. This school offers employment referrals and placement assistance upon graduation and at any time thereafter by posting requests from salons for graduates interested in employment. Training in preparation for employment is an integral part of our curriculum and is listed in the "Major Segments of Course Content" for each of our programs we emphasize the following to enhance employability: Professionalism, Application/Resume Development, Interview Preparation and Job search skills.

HOUSING

The school does not provide housing or housing assistance.

NEW STUDENTS

Must have notepaper and pencil or pen for note taking. Arrive at school 15 min. before scheduled time on first day to be clocked in and introduced to staff and students.

UNIFORMS

1. No student will be allowed to remain in school without the proper uniform.
2. School uniform (white/black) must be worn at all times while clocked in.

3. Additional clothing such as sweaters, sweatshirts, jackets must be white or black
4. White/black full-coverage tennis shoes must be worn at all times.

TRANSFER TO HAIR CALIFORNIA BEAUTY ACADEMY POLICY AND PROCEDURE

The school will accept credit hours of previous training from another school as allowed by the California State Board of Barbering and Cosmetology. A written request must be received before transcript will be sent. Transferring students will be required to buy a new kit unless they have more than 75% completed hours. If over 60% completed hours an entrance fee of \$700.00 will be required for practical and written mock board testing and supplies.

TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Hair California Beauty Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma, or certificate you earn in any of our educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate you earn at this institution is 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 Hair California Beauty Academy to determine if your diploma or certificate will transfer.

WITHDRAWAL & RE-ENTRY POLICY

Students in good standing, who must withdraw due to extenuating circumstances, and who may wish to return, must notify the Director/Administration prior to being absent fifteen (15) consecutive class days. The student will be advised to determine if a Leave of Absence would be more appropriate. If a withdrawal is agreed upon by the student and school staff it will be granted and the student may return to school within six months of the student's last day of attendance, providing all fees and charges, per refund policy, have been paid for the current enrollment. When the student returns, a re-enrollment fee of \$700.00 will be charged for written testing, practical mock-board exam and laboratory supplies. Student responsible for all supplies that were issued on first day of class (books/kit/etc), the student is required to have these each day so as to be ready to do all practices assigned. The total tuition charges appearing on the original enrollment agreement (contract) will be honored. No credits for hours or operations will be lost.

APPLIED EFFORT

1. Students must maintain at least a "C" average in order to graduate. Students must apply themselves with classes, study, and practice while clocked in and have activity recorded on time cards.
3. Under no circumstances may one student clock in or out for another. This will result in suspension and/or withdrawal.
4. Any student clocked in over 6 hours must clock out for 1/2 hour lunch.

VISITORS

No visitors will be permitted in the school except at the discretion of the supervisor. Persons dropping off or picking up a student are to wait outside of the school.

GROUND FOR TERMINATION

Any students involved in theft of any kind, partaking of drugs or alcohol will be terminated immediately and turned over to the proper authorities. Students will conduct themselves in a courteous, efficient, and professional manner at all times. Insubordination is cause for termination. Students will maintain high moral standards and high standards of appearance and attitude at all times. A student found cheating on assignments or tests may be terminated at the discretion of the instructor or director. Review and evaluation will be frequent and will be documented by both the supervisor and the student and are available for review by students over 18 years of age or by parents/guardian upon request. A student may be terminated for violation of any of the school rules. A student may be terminated for failure to maintain Satisfactory academic progress. At the school's sole discretion, the school reserves the right to terminate a student if the student's continued attendance would not be in the best interests of the school and or the student body.

OBJECTIVES

In compliance with the California State Board Regulations, this college maintains for reference, complete records of each student and graduate. Students are graded regularly in theory, practical work, attendance and attitude. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a "C" average for satisfactory academic status. A copy of the progress report is given to the student periodically. The grading system follows:

90% - 100%	A Excellent	70% - 74%	D Unsatisfactory
80% - 89%	B Good	below 70%	F Fail
75% - 79%	C Passing		

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

This policy is established and maintained for all of our students including all financial aid students. It is in compliance with all regulations applicable to our school. This institution expects its students to maintain Satisfactory Academic Progress (SAP).

All students will be evaluated in accordance with the curriculum for each course by a duly qualified instructor. Students will be notified of any evaluation that impacts eligibility for financial aid, if applicable.

ATTENDANCE PROGRESS EVALUATION: Students must maintain a cumulative average attendance level of at least 27 hours per week (approx. 108 hours per month) out of a typical 160 hours per month for a full-time student. Students scheduled to attend less than 160 hours per month must maintain an average attendance level of at least two thirds (2/3) 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 20 hours per week ($2/3 \times 30 = 20$). Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (15 class days), will be dismissed. This standard shall apply to all students except those on an approved Leave of absence (see below). Students who expect to be absent 15 or more days are encouraged to request a leave of absence. In addition to attendance standards relating to Satisfactory Academic Progress, students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined elsewhere in this catalog.

MAXIMUM TIME FRAME: Students must complete the course within one and one-half (1 1/2) 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 60 weeks. Transfer hours that are accepted are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

ACADEMIC PROGRESS EVALUATIONS: The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. In order to maintain SAP the student must maintain a cumulative academic average of "C" (75%) or better on all tests, work projects (operations) and other required course work until their next scheduled evaluation. Students not meeting these minimum requirements will be placed on probation. Students on probation are still considered to be making satisfactory academic progress. A copy of the progress report is given to the student periodically. The grading system follows:

90% - 100%	A Excellent	70% - 74%	D Unsatisfactory
80% - 89%	B Good	below 70%	F Fail
75% - 79%	C Passing		

Students who meet minimum requirements are considered to be making satisfactory academic progress until the next scheduled evaluation. A student who's progress is becoming questionable may get a warning and still be considered to be making satisfactory progress during the warning.

FACTORS TO BE EVALUATED:

- o Theory
- o Practical work

EVALUATION PERIODS: Students are evaluated for Satisfactory Academic Progress at the following points of "scheduled" hours of completion:

Cosmetology – 25%, 50%, 75% and 100% of scheduled hours.

Barber - 25%, 50%, 75% and 100% of scheduled hours.

Cosmetician, Instructor Training, Massage Therapy – 50% and 100% of scheduled hours.

Manicuring – 50% and 100% of scheduled hours.

WARNING: Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION: Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

REINSTATEMENT OF TITLE IV FINANCIAL AID: Students who have failed to meet academic progress and been found

ineligible to receive financial aid will only have their eligibility reinstated after the student has reestablished SAP in accordance with the attendance and grading standards indicated above.

APPEAL PROCEDURE If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

COURSE INCOMPLETES: Course incompletes, repetitions and non-credit remedial courses are not applicable to this institution's form of instruction. These items have no impact on the school, as we do not have any such items.

LEAVE OF ABSENCE: Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. An LOA must be requested in writing by the student and must be approved by the school. Leaves of Absence for non-medical reasons may be granted for up to 60 days. Medical LOA's may be granted for up to six months with a written request from the student's physician. Do not request a Leave of Absence unless you absolutely need one. Under no circumstance can the school grant more than a single LOA within an academic year.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS: If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

LOSS OF ELIGIBILITY TO RECEIVE TITLE IV, HEA PROGRAM FUNDS: Students who do not achieve the minimum standards for satisfactory academic progress are no longer eligible for Title IV, HEA Program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

TESTING REQUIREMENTS: All students are required to buy scan test sheets, prior to taking any tests. Scan test sheets will be available for purchase from HCBA, 3 sheets for \$1.50.

TOOLS AND EQUIPMENT

Students will insure that all property of the school remains on the premises at all times. Books and working supplies must be paid for before commencing the course and the student is required to have these each day so as to be ready to do all practices assigned.

GRADUATION/DIPLOMA REQUIREMENTS

In order to graduate the student must meet all requirements for their course/program in accordance with our Satisfactory Academic Progress Policy and pass the final exams (written exams and practical exams). At this time, a graduating student will be presented with a diploma from Hair California Beauty Academy. If the student has reached 17 years of age and has at least a 10th grade education he/she is eligible to apply for the State Board examination.

POLICY ON EXTRA INSTRUCTIONAL CHARGES

There will be a fee \$6.60 for any extra instruction hours needed to complete program. The student will only be charged for extra instruction for hours of instruction occurring after completion of all hours paid for under the original contract.

METHOD OF PAYMENT

A mutually agreeable payment plan or financial aid may be arranged by school.

MAKE UP WORK, ATTENDANCE, AND LEAVE OF ABSENCE

In the case of necessary absences on days of examinations the student must make up the test within 3 days in order to keep up with the required grade of 75% to receive their completion transcript.

Students enrolled as day-time students are required to be in attendance one hundred twenty (120) hours per month. Students enrolled as night-time students are required to be in attendance ninety six (96) hours per

month. Eligibility for student financial assistance is lost when the student attends less than the required minimum time as per his/her enrollment agreement and as per the Satisfactory Academic Progress Policy of the school.

Students are required to call the supervisor to report absence and the reason. If a student is out more than 14 class days, a leave of absence must be requested, approved and so documented in the student's file. If the student does not obtain a leave of absence, he/she will be terminated. The Academy policy is to grant no more than a thirty (30) days leave of absence except for severe personal or medical problems, adequately substantiated by proper documentation. A longer (six months) leave request must be accompanied by a doctor's statement stating the reason and anticipated period of absence. Regardless of the duration of the leave of absence taken by the student, the Academy may only grant one (1) leave per student per academic year. Upon returning to school, the student must bring in a doctor's release. It is the responsibility of the student to meet with the instructor to get missed assignments during the absence or upon return.

TUITION AND FEE SCHEDULE

INSTITUTIONAL CHARGES by Payment Period and ESTIMATED PAYMENTS (From Aid and Non-Aid)

Fees & Charges	Estimated Cost	Cosmetology 1600 HRS	Cosmetician 600 HRS	Manicuring 400 HRS	Barbering 1500 HRS	Massage 600HRS	Teacher Training
Tuition	\$6.60/hr	\$10,560.00	\$3,960.00	\$2,640.00	\$9,900.00	\$3,960.00	\$3,960.00
STRF (info p.8)	\$2.50/\$1000 tuition	\$27.50	10.00	\$7.50	\$25.00	\$10.00	\$10.00
Enrollment Fee	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Supplies (KIT)	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$500.00
Testing Fee	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
TOTAL		\$12,412.50	\$5,795.00	\$4,472.50	\$11,750.00	\$5,795.00	\$4,795.00

(Enrollment contingent upon space available)

Processing Fees- **Private pay/Financial Aid**-\$75.00 Testing Fee see contract.

Pre-Application to CA State Board Licensing Exam-\$25.00 for each pre-application

Completion/Proof of Training Fees- \$25.00 for each documentation (after initial issuance)

Completion Testing - \$250.00 for each rescheduled practical final exam

(if student misses originally scheduled mock board examination date)

Student considered "non-complete" if this test is not taken and passed.

Students must purchase kit from a source designated by school. (Please see school rules and regulations concerning proper uniforms. **Jorge Daghas Beauty** P.O. Box 6053 San Pedro Ca. 90734 407/617-5095

REFUND POLICY/NOTICE OF STUDENTS RIGHTS AND OBLIGATIONS:

MANDATED POLICIES: This policy complies with state and federal mandated refund policies.

STUDENT'S RIGHT TO CANCEL: The student or legal guardian has a right to cancel the enrollment agreement in writing and obtain a refund of charges paid less a non-refundable enrollment fee through attendance at the first class session or the seventh day after signing the enrollment agreement, whichever is later. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

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

Equipment: if the school has given you any returnable equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. As stated in the front page of this agreement, beauty supplies and equipment are not returnable items due to sanitary reasons. Therefore, once you have received any beauty equipment, its cost is charged to your account.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received.

Withdrawal from course you have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the midnight of the seventh business day following the first class you have attended, the school will remit a refund, less a enrollment fee not to exceed \$250.00 if applicable, within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. The equipment (kit) is not refundable due to sanitary reasons. 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. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal/cancellation date will be determined by the postmark on written notification the date said information is delivered to the school in person. Unofficial withdrawals for clock hour students are determined by the school through monitoring the clock hour attendance at least every 30 days.

Hypothetical refund example according to the state policy. Assume that a student, upon enrollment in a 1,600-hour course, pays \$6,800.00 for tuition, \$75.00 for registration, and \$525.00, (documented cost to the school) for equipment as specified in the enrollment agreement and withdraws after 600 hours into the course (this includes class days not attended by the student) without returning (due to sanitary reasons) the equipment he/she obtained. The refund to the student would be \$4,250.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in good condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned.

Total paid	\$7,400.00	Tuition cost	\$6,782.50	Paid for instruction	\$6,782.50
Less enrollment fee (not refundable)	75.00	Hours in the course	1,600	Hours attended	600
STRF	17.50				
Less cost of un-returnable equipment	525.00	Hourly charge	4.24	Tuition owed 600 x \$4.24	\$2,544.00
Equals amount paid for instruction	\$6,782.50			Refund due	\$4,238.50

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

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

REFUNDS will be calculated based on the amount of scheduled hours not completed. Students who have completed more than 60% of scheduled hours are not eligible for a refund. An applicant not accepted by the school is entitled to a refund of all monies except a non-refundable enrollment fee. The refund policy applies to all terminations for any reason by either party, including student decision, course or program cancellation, or school closure.

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, whether official or unofficial. 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.

Return of Title IV: Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

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

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

VERIFICATION

Students receiving Title IV financial aid who are selected by the system for verification may need to furnish documents to verify the following:

Household size, Number in household attending college, Adjusted Gross Income (AGI), U.S. Tax paid, Certain non-taxable income, Household size for dependent students (Applicant, parents, applicant's siblings, applicant's children, applicant's parents' unborn child or applicant's unborn child), other persons (living with parents).

Note: The persons included must have received and will continue to receive more than half of their support from the applicant's parents. Verification form is provided in two formats: Dependent student and independent student.

GRIEVANCES/COMPLAINTS/STUDENT RIGHTS POLICY

All complaints will be taken seriously. They are to be addressed first to your instructor in a calm and courteous manner. If the matter is not resolved, it should then be taken directly to the school Administrator. If the student feels that the complaint is of a serious nature, it should be put in writing and submitted to your instructor and the school administrator. It need only be hand written neatly enough to be legible. Please detail the exact nature of the problem, citing specific concerns. The complaint will then be resolved as quickly and as fairly as possible.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the school administrator, Ms. Anna Minniti.

Unresolved complaints may be directed to:

California Bureau for Private Postsecondary Education
2535 Capitol Oaks Dr., Suite 400
Sacramento, California 95833
P(916) 431-6959 F(916) 263-1897

Board of Barbering and Cosmetology
P.O. Box 94426
Sacramento, CA 94244
(800) 952-5210

National Accrediting Commission of Career Arts and Sciences
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
(703) 600-7300

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 web site www.bppe.ca.gov.

AWARDING OF TITLE IV, HEA PROGRAM AID

Federal financial aid is available for those who qualify.

Each student who is awarded Title IV, HEA aid is given the following to read and initial regarding the disbursement of Federal funds.

I UNDERSTAND: (student is to initial each item indicating his/her understanding, approval and authorization of the actions stated on that statement)

_____ That funds from Federal Pell Grant, Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant, FFELP and Direct Loan programs will be utilized to cover institutional charges via a direct credit entry to my account. If Pell Grant funds result on the first funds available I herewith authorize the institution to credit my account for charges including books and supplies issued to me by the institution. That I authorize the institution to credit my account with funds disbursed in subsequent payment periods for charges assessed in prior payment periods within the same academic year. I will be informed by the institution of each disbursement from aid credited to my account.

_____ That all estimates of financial aid have been considered in meeting my educational expenses, I also understand that all the institutional charges would be assessed to my account during the first payment period.

_____ That after these costs have been covered and funds are still available; those funds will be paid directly to me to cover additional education-related expenses (i.e., uniforms, transportation, etc.). If I need the institution to assist me in budgeting these funds, I may request (in writing) the assistance of the institution. I may at any time request the excess funds by rescinding my written request. The institution may take up to seven working days to process my request for these funds.

_____ That I will be required to sign a Promissory Note for each loan program received stating my repayment obligations. I will have repay the loan plus interest. If I have a loan I will be refunded any money not paid for school expenses.

_____ That all funds awarded to me are subject to my submission of required documentation, my compliance with the school satisfactory progress policy, and with school rules and regulations. The availability of federal funds in general is subject to the continuous appropriations of funds from the U.S. Department of Education.

_____ That if the institution receives the Federal funds based on the reimbursement system, all funds to be used for tuition payments and/or for student personal expenses will be subject to a monthly submission to USDE for approval. The approval from USDE may take 30 to 60 days. The request for funds may be approved or rejected by USDE. If approved, funds may be expected within two to three weeks from the date of USDE approval. If rejected, the request may be resubmitted within the following month's request for funds. Under this process, students receive credit in their school account card for the amounts requested to cover school charges. Funds scheduled to be disbursed to the student to cover personal expenses will be subject to the approval and receipt of funds from USDE.

_____ That I have been fully informed of my loan obligations and that I authorize the institution to credit my account with any available FSA funds any current institutional charges, any other charges assessed to my account and a maximum of \$100 for charges incurred in the prior academic year. My authorization includes FSA funds available during the normal enrollment period, as late disbursement or as post-withdrawal disbursement. I understand and agree that FSA disbursement may include Grants and Loan funds.

LIBRARY POLICY & PROCEDURE

Books and videos may be checked out by presenting your California driver's license or a state issued identification card to your instructor to hold until you return the equipment. If there is a need to borrow any books for use away from the school, prior arrangements must be made with the school director. No videos are to be taken from the school premises.

ADMISSIONS INFO/HOURS:

Applicants for admission may secure enrollment information on Monday-Friday during the following hours:

Monday - Friday 10:00 AM - 7:00 PM

Because the courses offered are on an open-entry basis, all prospective students may enroll on the first Tuesday of each month. Classes begin the first Tuesday of each month except holidays and holiday eves. For specific information please contact the school registrar.

Person to contact regarding information - Anna Minniti, Admissions Counselor (714) 633-7170

ORIENTATION

Orientation is located at 1110 N. Tustin St., Orange, CA on the first Thursday of each month at 5:45pm.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated. Any incident of harassment should be immediately reported to the instructor and to the school director.

DRUG ABUSE PREVENTION PROGRAM

The Academy makes the following information available to its students, staff and instructors.

Any individual associated with the Academy who is seeking information, counseling or assistance concerning Drug Abuse Prevention may call or visit the individual/agency provided to you in the school enrollment application

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives "parents/guardians of dependent minor children" (here-in-after called parents) certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

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

Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

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

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

CLASS SCHEDULES

Classes start first (1) Tuesday of the month

1. Full time Monday - Friday
8:30 am to 5:00 pm
2. ¾ Time Monday-Friday
8:30 am to 3:00 pm
3. Part Time Monday, Tuesday, Wednesday & Thursday
6:00 pm to 10:00 pm
Saturday
8:30 am to 5:00 pm

DETAILED SCHEDULES

DAY CLASS SCHEDULES (Full-Time and ¾ Time Students) A.M.-15 Min. Break
P.M.-15 Min. Break -Lunch time may vary

FRESHMAN

Monday - Thursday

8:15 am - 8:30 am	Self Study.
8:30 am - 9:45 am	Theory of required subjects.
9:45 am - 10:00 am	Break
10:00 am - 12:00 pm	Class on Practical subjects & student practice.
12:00 pm - 12:30 pm	Lunch
12:30 pm - 3:00 pm	Student practice (second phase).
3:30 pm - 5:00 pm	Preparation of equipment for following day.

Friday

8:15 am - 8:30 am	Self Study.
8:30 am - 9:45 am	Demo or Supplement Class
9:45 am - 12:00 pm	Patron services - apply practical operations
12:00 pm - 12:30 pm	Lunch (or when practical)
12:30 pm - 3:00 pm	Patron services - apply practical operations.
3:30 pm - 5:00 pm	Preparation of equipment for following day.

SENIOR

Monday - Thursday

8:15 pm - 8:30 am	Self Study.
8:30 pm - 9:45 am	Theory of required subjects.
9:45 pm - 10:00 am	Break
10:00 pm - 12:00 pm	Patron services - apply practical operations.
12:00 pm - 12:30 pm	Lunch
12:30 pm - 3:00 pm	Patron services - apply practical operations.
3:30 pm - 5:00 pm	Preparation of equipment for following day.

Friday

8:15 am - 8:30 am	Self Study.
8:45 am - 9:45 am	Demo or Supplement Class
9:45 am - 12:00 pm	Patron services - apply practical operations
12:00 pm - 12:30 pm	Lunch (or when practical)
12:30 pm - 3:00 pm	Patron services - apply practical operations.
3:30 pm - 5:00 pm	Preparation of equipment for following day.

EVENING CLASS SCHEDULES (Part-Time)

FRESHMAN

Tuesday/Wednesday/Thursday

5:00 pm - 6:00 pm	Self Study
6:00 pm - 7:00 pm	Theory of required subjects.
7:00 pm - 9:30 pm	Practical assignments on subjects.
9:30 pm - 10:00 pm	Preparation of equipment & time card for following day.
Break	15 minutes break when practical.

SENIOR

Tuesday/Wednesday/Thursday

5:00 pm - 6:00 pm	Self Study
6:00 pm - 7:00 pm	Theory of required subjects.
7:00 pm - 9:30 pm	Practical assignments/client services.
9:30 pm - 10:00 pm	Preparation of equipment & time cards for following day.
Break	15 minutes break when practical.

Saturday

8:15 pm - 8:30 am	Self Study.
8:30 pm - 9:45 am	Demo or Supplement Class
9:45 pm - 10:00 am	Patron services - apply practical operations
12:00 pm - 12:30 pm	Lunch (or when practical)
12:30 pm - 3:00 pm	Patron services - apply practical operations.
3:30 pm - 5:00 pm	Preparation of equipment for following week
Morning Break	15 minutes - when practical
Lunch	30 minutes - when practical.
Afternoon Break	15 minutes - when practical

COURSE OUTLINES/CURRICULA

COSMETOLOGY 1600 HOURS COURSE OUTLINE/CURRICULA

COSMETOLOGY CURRICULUM DESCRIPTION

Completing 1600 hours of applied effort and the following technical and operational requirements, a student will have learned the art and science of cosmetology and be qualified as a hairstylist, permanent wave, coloring, make-up, skin care or manicuring specialist.

Successful graduates will have the knowledge and skills needed to pass the required state board examination for licensure.

COURSE PURPOSE/GOALS

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of cosmetology professional salon management.

Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Cosmetology and principles of hair design and styling, hair goods, scientific skin care, hair change, and hair color.

Demonstrations by students that they have met all of the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

COURSE MATERIALS

Required texts and/or materials.

"Standard Textbook of Cosmetology" - Milady Publishing Corporation, 3839 White Plains Road, Bronx, New York, 10467, updated edition.

Any additional ones of the following - from Cosmetology Colleges of Beauty.

"Beauty Manual - Sullivan" - The Sullivan Publishing Co., (all updated editions). "The Van Dean Manual" - Milady Publishing Corporation, or

"Keystone Manual" - Keystone Publications, or

"Prentice Hall Textbook of Cosmetology" or

"Professions - Cosmetologists" - (approximately \$25.00 each)

Recommended readings and/or materials.

"Gould Medical Dictionary" - 2nd edition, M. Graw Hill Co.

"Gray's Anatomy"

"Dolan's Illustrated Medical Dictionary"

Basic Cosmetology kit at student's expense.

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

<u>SUBJECT</u>	<u>HOURS</u>	<u>OPERATIONS</u>
Cos. Act. Rules & Reg's, Product Knowledge - use & safety	20	
Cosmetology Chemistry.....	20	
Health & Safety/Hazardous Substances, Products, Tools - use & safety	45	
Electricity.....	5	
Disinfection/Sanitation.....	20	20
Bacteriology/Chemistry/Anatomy.....	15	

Wet Hairstyling.....	65	240
Thermal Hairstyling, Press & Curl	20	60
Permanent Waving.....	20	80
Chemical Straightening.....	20	25
Hair Cutting	20	80
Hair Coloring.....	30	50
Bleaching	30	20
Scalp & Hair Treatments.....	5	20
Facial-manual.....	5	10
Facial-electrical.....	10	15
Chemical Skin Peel, Pack, Mask & Scrub	10	15
Eyebrow Arching & Hair Removal.	10	20
Make-up.....	15	10
Water & Oil Manicuring.....	5	15
Complete Pedicure.....	5	10
Artificial Nails.....	10	
Liquid & Powder Brush-ons.....	10	50
Nail Tips	10	50
Nail Wraps & Repairs.....	5	20
Additional Training	105	
- including Career & employment information		
including professionalism, professional ethics,		
effective communication and human relations,		
compensation packages and payroll deductions.,		
licensing requirements, & regulations,		
fundamentals of business management		
Obtaining Employment.....	5	
Consumer Safety.....	5	
Preparation for Employment including:	15	
Professionalism, Application/Resume		
Development, Interview		
Preparation and Job search skills		
Laws, Regulation, Health and Safety		

LABORATORY TO INCLUDE:

Basic operating rules. Tools and equipment. Station set-up and operation. Mannequin care and handling. Hair design. Patron relations and salesmanship. Hair-shaping, cutting and styling. Waving, combing, and brushing. Shampooing, care of scalp and hair. Manicures and pedicures. Scientific skin care. Chemical hair changing. The art of hair coloring. Wigs and other hair-goods. Removal of hair. Special makeup applications, and procedures. Advanced - acrylic nails, wraps and tips.

ACTIVITIES OR ASSIGNMENTS REQUIRED OUTSIDE OF CLASS:

List activities and hours for each. (Must include reading and writing activities.)
(40 weeks of instruction)

4.0 hours/week reading assignments
2.5 hours/week writing assignments

1824 hours required for 38 units
1600 hours spent in class
260 hours in outside reading/writing

1860 total hours.

COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor performance of cosmetology practices with 100% supervision, gradually decreasing supervision to 75%, 50%, and 25%. Students are eligible to work in the clinic after successfully completing 25% of their program hours the associated practical assignments and written tests.

GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

List graded activities, identifying those incorporating critical thinking skills.

Written objective examinations.

Practical demonstrations and evaluation of student performance.

Completion of written exams and demonstrations with at least 75% accuracy before proceeding to the final 240 hours.

Final 240 hours: Completion of demonstrations evaluated by instructors with 90% accuracy and minimal instructional aid.

Successful completion of mock board

Under supervision of the instructor, students will be able to transfer concepts of theory to practical demonstrations with clients.

Grade Chart

90 - 100 = A 75 - 79 = C
80 - 89 = B 70 - 74 = D below 70 = F

COSMETICIAN 600 HOURS COURSE OUTLINE/CURRICULA

COSMETICIAN CURRICULUM/DESCRIPTION

This 600 hours program shall consist of technical instruction and practical operations covering all practices of a cosmetician.

Successful graduates will have the knowledge and skills needed to pass the required State Board Examination for licensure.

COURSE GOALS

The student will learn:

All phases of skin care - including manual and electrical facials; use of cosmetic preparations; daytime, evening, fantasy, and theatrical make up.

Knowledge of product chemistry for safety and patron protection.

Business practices and professional ethics in skin care

Successful graduates will have the knowledge and skills needed to pass the State Board Examination for licensure, and to secure employment as cosmetician.

COURSE MATERIALS

Required texts and/or materials.

Cosmetician Kit at student expense.

Instructor handouts.

Recommended readings and/or materials.

Dermascope - magazine.

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

<u>SUBJECT</u>	<u>MINIMUM HOURS</u>	<u>MINIMUM OPERATIONS</u>
Cosmetology Act & Board Rules & Reg's and Product knowledge, use & safety	10	
Chemistry, Anatomy, Bacteriology/Biology	25	
Health & Safety (HIV/AIDS & Hepatitis B)and Tools & equipment use & safety	20	
Electricity	10	
Disinfection & Sanitation	10	10
Facials-Manual	20	40
Facials-Electrical	30	60
Chemical Skin Peel, Packs, Masks & Scrub	20	40
Eyebrow Arching, Hair Removal, Tweeze & Wax	25	50
Make-Up, including skin analysis & corrective make-up	15	20
Preparation for Employment including: Professionalism, Application/Resume Development, Interview Preparation and Job search skills Laws, Regulation, Health and Safety	15	
Additional Training. Including training in: professional ethics, personal	30	

hygiene, good grooming, salesmanship, normal clean-up duties keeping records, modeling, desk and reception, payroll deductions, obtaining employment, preparation of employment application, consumer safety, effective communication, human relations, compensation packages, licensing requirements and regulations, business management.

ACTIVITIES OR ASSIGNMENTS REQUIRED OUTSIDE OF CLASS

Activities and hours for each. (Must include reading and writing activities.)

1 hr. per week reading assignments.

1 hr. per week writing assignments.

600 hours in class

30 hours outside of class

630 hours - TOTAL HOURS

COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor performance of cosmetician practices with 100% supervision, gradually decreasing supervision to 75%, 50%, and 25%. Students are eligible to work in the clinic after successfully completing 25% of their program hours the associated practical assignments and written tests.

GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

List graded activities, identifying those incorporating critical thinking skills.

Weekly exams - written and practical

Under the supervision of the instructor, students will be able to transfer concepts of theory to practical demonstration with clients.

Grade Chart

90 - 100 = A 75 - 79 = C
80 - 89 = B 70 - 74 = D below 70 = F

MANICURING 400 HOURS COURSE OUTLINE/CURRICULA

MANICURING CURRICULUM DESCRIPTION

400 hours broken down into the art and science of manicuring will teach the student to perform the skills, methods and techniques of beautifying the hands through manicuring, applying artificial nails, nail wrapping and massaging. He/She will also improve the health and appearance of the feet with pedicuring.

Successful graduates will have the knowledge and skills needed to pass the required state board examination for licensure.

COURSE PURPOSE/GOALS

The student will learn:

All phases of artificial nails - including nail tips, nail wraps and acrylics.

Knowledge of product chemistry for safety and patron protection

Business practices and professional ethics in nail care.

Successful graduates will have the knowledge and skills needed to pass the State Board Examination for licensure and to secure employment as a manicurist.

COURSE MATERIALS

Required texts and/or materials.

Manicuring kit at student expense.

Instructor handouts.

Recommended readings and/or materials:

"Mainly Manicuring" - monthly periodical

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

<u>SUBJECT</u>	<u>MINIMUM HOURS</u>	<u>MINIMUM OPERATIONS</u>
Cosmetology Act & Board Rules & Reg's and Product knowledge and safety	10	
Cosmetology Chemistry	10	
Health & Safety, Hazardous Substances, HIV/AIDS and tools & equipment, use and safety	15	
Bacteriology, Biology, Sterilization, Sanitation, Disinfection, Anatomy, Physiology	20	
Disinfection/Sanitation Preparation	10	
Water & Oil Manicures	15	40
Pedicures/Foot & Ankle Massage	10	20
Artificial Nails		
Liquid & Powder Brush-ons	15	80
Nail Tips	10	60
Nail Wraps & Repairs		40
Preparation for Employment including: Professionalism, Application/Resume Development, Interview Preparation and Job search skills Laws, Regulation, Health and Safety	15	
Additional training Including training in: professional ethics, personal hygiene,	25	

good grooming, salesmanship, normal clean-up duties, keeping records, modeling, desk and reception, payroll deductions, compensation packages, obtaining employment, preparation of employment application, consumer safety, licensing requirements, business management.

COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor performance of manicuring practices with 100% supervision, gradually decreasing supervision to 75%, 50%, and 25%. Students are eligible to work in the clinic after successfully completing 25% of their program hours the associated practical assignments and written tests.

ACTIVITIES OR ASSIGNMENTS REQUIRED OUTSIDE OF CLASS

Activities and hours for each. (Must include reading and writing activities.)

2 hours per week reading assignments

1 hour per week writing assignments

Total Hours:

400 hours in class

27 hours outside class

427 hours total

GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

List graded activities, identifying those incorporating critical thinking skills.

Weekly exams - written and practical

Under the supervision of the instructor, students will be able to transfer concepts of theory to practical demonstration with clients.

Grade Chart

90 - 100 = A

75 - 79 = C

80 - 89 = B

70 - 74 = D

below 70 = F

TEACHER TRAINING - 600 HOURS COURSE OUTLINE/CURRICULA

TEACHER TRAINING CURRICULUM DESCRIPTION

600 clock hours will enable the trainee to achieve an education in application of the learning process; utilize instructional techniques appropriate to each student's needs and develop skills necessary to counsel and guide students. Upon receiving a teachers license, he/she will be qualified to teach students at all levels of hairstyling, permanent waving, coloring, make-up, skin care and manicuring.

COURSE PURPOSE/GOAL

Upon successful completion of this course, the student will:

- a. Know the procedures of the various operations required by the State Board of Cosmetology.
- b. Be familiar with the terminology used in Cosmetology.
- c. Obtain experience by understanding the function of teaching by participating in a class room environment.
- d. Assess and present his/her teaching competencies and characteristics in terms of standardized tests and passing the State Board of Cosmetology Teachers examination.

Professional or Vocational:

1. Successful graduates will have the knowledge and skill needed to pass the State Board Examination for licensor.
2. Prepare the student for a successful teaching career in Cosmetology.
3. To give the student background in the knowledge and techniques of teaching.
4. To furnish the student with experience in practicing teaching skills.
5. To foster ideals of establishing and practicing professional ethics.

GENERAL EDUCATION

1. Develop professional and ethical attitude.
2. Develop student-teacher problem solving techniques.
3. To impart knowledge and understanding of good citizenship.
4. To provide knowledge of the laws pertaining to beauty culture.
5. Develop sanitary and safe work habits and attitudes necessary in the practice of beauty culture.
6. To provide experiences of an occupational nature in the practice of beauty culture so that learning, evaluating and appreciation takes place.
7. To develop and encourage the establishment of methodical habits.
8. To provide experience which are valuable in creating harmonious relationships with others.

COURSE MATERIALS

"Teaching your occupation to others" - Bott, P. 1987. Elmsford, N.Y. National Publishers.

Cosmetology teachers Training Manual

Workbook for the Cosmetology Teachers Manual

Standard Exam Review for Cosmetology Teachers

"Milady's standard textbook of cosmetology" - Rossbach, C. 1991. Tarrytown, N.Y. Milady Publishing Company.

Cosmetology Act
State Board Rules/Regulations

MAJOR SEGMENTS OF COURSE CONTENT

As outlined in section 916.14 in the cosmetology rules and regulations; there is to be 150 hours of THEORY and 450 hours of PRACTICAL operations, ie. instructing students. They are to be broken down as follows:

1. THEORY

- A. 10 hours of Cosmetology Act and Rules/Regulations.
- B. 140 hours of preparatory instruction. These are hours devoted to teaching techniques, lesson planning, methods of instruction, syllabus and evaluation of instructions.
This will include instruction in:
 - Review of the content of the course in cosmetology arts and sciences for which the student is training as an instructor.
 - Principles of teaching/learning
 - Teaching methodology
 - lesson plan development
 - student motivation and learning
 - presentation techniques
 - Assessment of student learning
 - evaluation of overall progress
 - development and use of testing/measurement instruments
 - Academic advising: providing feedback and orientation to students about progress in the course
 - Course development and review
 - Administrative responsibilities
 - records management
 - applicable organizational and regulatory requirements
 - Career and employment information
 - professional ethics
 - effective communication and human relations
 - compensation packages and payroll deductions
 - licensing requirements and regulations
 - fundamentals of business management
- C. 15 hours Preparation for Employment including:
 - Professionalism, Application/Resume
 - Development, Interview
 - Preparation and Job search skills
 - Laws, Regulations, Health and Safety

2. PRACTICAL OPERATIONS

- A. 50 hours preparatory instruction. These hours are used for student record keeping and school operations.
- B. 100 hours conducting classroom technical instruction and demonstrations. (30 minutes class room lectures.)
- C. 300 hours of supervising and training students. These hours are for laboratory work on live persons or mannequins.

FIELD TRIPS

Several field trips are planned each year to Hair Shows and Association meetings. You are requested to use your own transportation. During this time you are not covered by school insurance. If you choose to give a ride to another student you do so at your own risk.

COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

One hour lecture, three hours of laboratory per week. The lecture section consists of demonstrations in teaching with the student participating in both lectures of related information and practical trade demonstrations. The laboratory period involves the student in the teaching of practical operations. The total course includes 600 hours which equals approximately one semester.

GENERAL POLICIES

The director of the school and teacher in charge of the Instructor Training program have the responsibility for establishing and maintaining high standards of performance, enforcing efficiency of operation and discipline, including the right to

increase, decrease, or rotate class assignments and schedules; and to formulate curriculum, methods and modes of instruction: to promote, demote, discharge or discipline for cause.

OUTSIDE BUSINESS ACTIVITIES

Enrollees may participate in outside business activities provided that they do not detract from the student's class work. Phone calls are to be made or received during break periods and NOT DURING CLASS TIME.

GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

Observation and evaluation of the following:

- Lecture
- Demonstrations
- Written Lesson Plans
- Homework Assignments
- Workbook Assignments
- Test/Quizzes
- Cooperation and control while in the classroom
- Your relations of rapport
- Your dress and grooming code

List graded activities, identifying those incorporating critical thinking skills.

Grade Chart

90 - 100 = A	75 - 79 = C	
80 - 89 = B	70 - 74 = D	below 70 = F

BARBERING 1500 HOURS COURSE OUTLINE/CURRICULA

BARBERING CURRICULUM DESCRIPTION

Completing 1500 hours of applied effort including the following technical and operational requirements: Hairstyling, Hair Analysis, Shampooing, Finger Waving, Pin Curling, Comb Outs, Straightening, Waving, Curling with hot combs and hot curling irons and Blower Styling, Shaving, Massaging the client's face Successful graduates will have the knowledge and skills needed to pass the required state board examination for licensure and secure employment as a barber.

COURSE PURPOSE/GOALS

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of barbering and barber shop management

Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Barbering and principles of hair design and styling, hair goods, and hair coloring

Demonstrations by students that they have met all of the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

COURSE MATERIALS

Required texts and/or materials.

"Standard Textbook of Professional Barber-Styling" - Milady Publishing Corporation, 3839 White Plains Road, Bronx, New York, 10467, updated edition.

Recommended readings and/or materials.

"Gould Medical Dictionary" - 2nd edition, M. Graw Hill Co.

"Gray's Anatomy"

"Dolan's Illustrated Medical Dictionary"

Other.

Basic Barbering kit at student's expense.

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

1. Health and safety, disinfection, sanitation, antiseptics, sterilization, hygiene and bacteriology, biology, chemistry, anatomy, laws and regulations. Learn the safe use of products, tools and equipment.
2. Haircutting with razors and scissors.
3. Shaving and massaging of the scalp, face and neck.
4. Shampooing and hair styling, finger wave, pin curl.
5. Facials and scalp massages or treatments with creams, lotions, oils or other cosmetic preparations either by hand or mechanical appliances, but, such appliances shall not be galvanic or faradic.
6. Shop management, ethics, salesmanship, implements and a brief study of the history of barbering.
7. Laws and regulations governing the practice of barbering.
8. Common skin and hair diseases of the scalp, face and neck.
9. The structure and functions of the skin and hair of the scalp, face and neck.
10. Cosmetic preparations used in the practice of barbering.
11. Circulation, muscles, nerves and cells of the scalp, face and neck only as such subjects are related to massaging or other acts of barbering.
12. Fundamentals of hair coloring and bleaching.
13. Fundamentals of hair straightening (also known as hair relaxing).
14. Hairpieces (toupees), measuring, fitting and servicing.
15. Chemical waving of hair.
16. Hair styling, including use of the blow-dryer, and comb out.
17. Product knowledge - use and safety. 18. Additional Training, including Career & employment information, professional ethics, effective communication and human relations, compensation packages and payroll deductions, licensing requirements & regulations, fundamentals of business management
18. Cosmetology Act. Rules & Regulations

MINIMUM THEORY HOURS INSTRUCTION/MINIMUM PRACTICAL OPERATIONS

Time required, and what the student is expected to learn. The course of instruction in the practical phases of barbering required for student enrolled in a 1,500 hour course shall cover not less than 1300 hours of technical instruction and practical training in hair dressing. The practical training shall include performance of the following minimum services:

MAJOR SEGMENTS OF COURSE CONTENT

<u>SUBJECT</u>	<u>MINIMUM HOURS</u>	<u>MINIMUM OPERATIONS</u>
Laws, Regulation, Health and Safety.....	65	
Hairstyling – hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling....	65	100
Shaving.....	50	50
Rest Facials.....	50	50
Anatomy and Physiology.....	15	
Disinfectant and Sanitation.....	20	45
Scalp Manipulations.....		20
Hair Waving and Curling (Permanents).....	20	40
Hair Coloring and Tinting.....	60	40
Hair Processing and Relaxing.....	20	40
Preparation for Employment including: Professionalism, Application/Resume Development, Interview Preparation and Job search skills Laws, Regulation, Health and Safety.....	15	

Training will also cover: Application of chemicals used on the hair; Hair pieces; Measuring, fitting and servicing of hairpieces; Rolling cream massages. All students shall receive sufficient instruction and training in the subjects listed in this section to properly prepare them to apply for and take the examination given by the Board of Barbering and Cosmetology.

Additional training 25 hours
Including training in: professional ethics, personal, hygiene, good grooming, salesmanship, normal clean-up duties, keeping records, modeling, desk and reception, payroll deductions, obtaining employment, preparation of employment application, consumer safety, Cosmetology Act & Board Rules & Regulations.

The course of instruction in the theory of barbering required for a student enrolled in a 1,500 hour course shall cover not less than 80 hours of instruction in the subjects listed in Section 6535 of the code, including razor cutting, hair processing, blow waving and sales techniques. The theory instruction shall include training in sales techniques which may be completed in theory training or practical training at the discretion of the school owner or instructor.

The course of instruction required for a student enrolled in a 1,500 hour course shall cover not less than 120 hours allotted to the practical and/or the theoretical phases of the course in such manner as the college owner or instructor considers necessary in the individual case.

The course of instruction in the practical phases of barbering required for a student enrolled in a 250 hour course shall cover not less than 225 hours.

ACTIVITIES OR ASSIGNMENTS REQUIRED OUTSIDE OF CLASS:

List activities and hours for each. (Must include reading and writing activities.)
(40 weeks of instruction)

4.0 hours/week reading assignments
2.5 hours/week writing assignments

1500 hours spent in class
260 hours in outside reading/writing
1760 total hours.

COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor performance of barber practices with 100% supervision, gradually decreasing supervision to 75%, 50%, and 25%. Students are eligible to work in the clinic after successfully completing 25% of their program hours the associated practical assignments and written tests.

GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

- List graded activities, identifying those incorporating critical thinking skills.
- Written objective examinations.
- Practical demonstrations and evaluation of student performance.
- Completion of written exams and demonstrations with at least 75% accuracy before proceeding to the final 240 hours.
Final 240 hours: Completion of demonstrations evaluated by instructors with 90% accuracy and minimal instructional aid.

- Successful completion of mock board
 - Under supervision of the instructor, students will be able to transfer concepts of theory to practical demonstrations with clients.

Grade Chart

90 - 100 = A	75 - 79 = C	
80 - 89 = B	70 - 74 = D	below 70 = F

MESSAGE THERAPY 600 HOURS COURSE OUTLINE/CURRICULA

MESSAGE THERAPY CURRICULUM DESCRIPTION

Completing 600 hours of applied effort and the following technical and operational requirements, a student will have learned the art and science of Massage Therapy and be qualified as a massage therapist. This career is designed for men or women who are interested in a professional level position.

COURSE PURPOSE/GOALS

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of massage therapy and massage salon management

Assimilation of knowledge in the principles of massage techniques (both American and Swedish)

Demonstrations by students that they have met all of the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

COURSE MATERIALS

Required texts and/or materials

MAJOR SEGMENTS OF COURSE CONTENT

<u>SUBJECT</u>	<u>MINIMUM HOURS</u>	<u>MINIMUM OPERATIONS</u>
Laws, Rules & Regulations		
Health and Safety/Hazardous Substances - products tools and equipment, use and safety	15	
Disinfection and Sanitation	10	5
History, Anatomy and Physiology, Chemistry, Bacteriology, Biology	10	
Ethics, Nutrition, Principles & Techniques	15	
Muscles & Nerves	20	
Trigger points of Massage	10	
Other systems	5	
Traditional massage	10	20
Swedish massage	10	25
Current American Techniques	10	25
Shiatsu Routine and sixteen movements	20	75
Aroma Therapy	5	10
Patterns of Ki	15	
The Front, Back and Side Channels	20	35
Introduction of other systems of Massage and Bodyworks	10	25
Sports Massage, Study of pre-event and post event massage, training massage, injury care, nerve innovations, range of motion, structural kinesiology, muscle testing and PNF stretching	40	100
Introduction to Holistic Theory	25	10
Career and employment information - professional ethics, effective communication and human relations, compensation packages and payroll deductions, licensing requirements and regulations, fundamentals of business management.	15	
Preparation for Employment including:	15	
Professionalism, Application/Resume Development, Interview		
Preparation and Job search skills		
Laws, Regulations, Health and Safety		

LABORATORY TO INCLUDE:

Basic operating rules. Tools & equipment. Station set-up and operation. Patron Relations. Under the supervision of instructors the student will be taken through the major segments to course content.

COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor

performance of massage practices with 100% supervision, gradually decreasing supervision to 75%, 50%, and 25%. Students are eligible to work in the clinic after successfully completing 25% of their program hours the associated practical assignments and written tests.

ACTIVITIES OR ASSIGNMENTS REQUIRED OUTSIDE OF CLASS:

Activities and hours for each. (Must include reading and writing activities.)

1 hr. per week reading assignments.
1 hr. per week writing assignments.

600 hours in class
30 hours outside of class

630 hours - TOTAL HOURS

GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

List graded activities, identifying those incorporating critical thinking skills.

Weekly exams - written and practical

Under the supervision of the instructor, students will be able to transfer concepts of theory to practical demonstration with clients.

Grade Chart

90 - 100 = A 75 - 79 = C
80 - 89 = B 70 - 74 = D below 70 = F

SCHOOL RULES AND REGULATIONS

Welcome to Hair California Beauty Academy. We are pleased you have chosen our school and will strive to make the learning process enjoyable. The following set of rules and regulations have been designed to help ensure your success, and define the areas of obligation to which both the student and staff must adhere.

I. ATTENDANCE POLICY/TIME CARDS

- A. Students are expected to attend all sessions of the class in which they are enrolled as per the class schedule. Students are to report absences due to illness to their instructor immediately upon return to class. Satisfactory progress must be maintained to ensure continuity of education. See your school catalog "satisfactory academic progress" statement.
- B. No Monday/Saturday absenteeism is allowed except under emergencies substantiated by a doctor's excuse.
- C. Community College students will not be allowed in class until they have registered and paid for all applicable units.
- D. Absence Drop Policy - A student may also be dropped for excessive absences when the total hours of absence exceed 10% of the total scheduled hours of the class.
- E. Under no circumstances are student time cards to be removed from the school. The time cards are used to accumulate the required hours and operations for the completion of the course.
- F. Time cards are used to bill the agency paying your tuition. Any hours that are accumulated must be paid for and the time cards provide the necessary documentation. It is the responsibility of the student to see that their time card is complete and accurate and turned in to the office at the end of each week. Any hours that are turned in late become the responsibility of the student and paid for by the student.
- G. No less than one (1) hour or more than eight (8) hours a day will be accepted unless authorized. An extra half hour will be allowed only if working on a client. The supervisor must verify any extra time.
- H. Students must be clocked in and be in theory class by 8:30 AM for day classes or 6:00 PM for evening classes. Students may not leave class without the permission of the instructor. Students who repeatedly arrive late may be dismissed from school for the day and/or expelled from school.
- I. Students are not to be excused from scheduled classes to work in the lab.
- J. Under no circumstances shall students clock in or out for another student.
- K. Time cards are not to be removed from the school. They must be available for inspection at all times. If timecard needs replacement a fee of \$0.75 will be charged.
- L. No student is to leave the building unless clocked out. Lunch breaks are 30 minutes.

II. DRESS CODE/UNIFORMS

Students found to be in violation of the below listed requirements will be sent home at the discretion of the Instructor or school director:

- A. No student will allowed to remain in school without the proper uniform.
- B. School uniform (scrub) must be worn at all times while clocked in. White scrubs for skin care, black or white scrubs for cosmetology or barber.
- C. White/Black Full-coverage tennis shoes must be worn at all times.
- D. Identification badges must be worn while a student is in the school. There is a \$10.00 replace I.D. badge.
- E. Keep the uniform and clothing clean and pressed. Use deodorant to control unpleasant odor. Bathe daily and be well groomed.
- F. Rigid adherence to the rules of sanitation and hygiene are required at all times.

III. **PERSONAL CONDUCT**

1. Freshmen students must stay in the freshman class until the instructor evaluates the ability of the student to perform services on the public. Students must complete 25% of their program and pass all tests as per the school's Satisfactory Academic Procedure Policy before being allowed to work on paying clients.
2. **SMOKING** - smoking is prohibited anywhere on the school premises including parking lot.
3. Students are responsible for the return of school equipment and material furnished by the school for customer services. A student must give their time card to the receptionist who will then give the necessary equipment and supplies to the student. Upon return of loaned items the timecard will be returned. Do not allow another student to "borrow" loaned items. You are responsible for their return.
4. When work is assigned, no student shall re-assign the service. If you have a personal reason for not being able to do the service tell the instructor. The instructor will determine the validity and may re-assign the work.
5. Never refuse a customer in front of the customer or say "This is my first time". Take the client to your station, set up and prepare the client for the service. Then excuse yourself and go to the instructor for help. Any student who refuses customer service will be sent home.
6. If there is a disagreement with a client, do not argue or become upset. Go get an instructor to mediate.
7. Eating, drinking or chewing gum in working area or classroom, is not allowed.
8. Under no circumstances will anyone who is under the influence of either alcohol or drugs be allowed on or in school premises. No alcohol or illegal drugs are allowed on campus. Violation of this rule is grounds for at termination.
9. There are no personal phone calls allowed either while in class or working on a client. Should your family need to contact you, they may call on the school phone at (714) 633-7170.
10. No students are allowed behind the front desk.
11. Abusive language by a student is not allowed.
12. Visitors are not allowed in the school or on the school property without the permission of the school director. Violation of this rule is grounds for termination. Persons picking up or dropping off students are to wait outside of the school.
13. All personal services must be approved by an instructor and service with a patron comes first.
14. School products used by students during personal services must be paid for in advance.

ONLY SCHOOL CHEMICAL PRODUCTS MAY BE USED IN SCHOOL

STUDENT'S SERVICE PRICE LIST-THE FOLLOWING PRICES PERTAIN TO SERVICE OF ANY KIND PERFORMED BY HAIR CALIFORNIA STUDENTS ON TIME FOR WHICH THEY ARE ACCRUING OFFICIAL TIME CLOCK HOURS TOWARDS THE COMPLETION OF THEIR PROGRAM.

Perm.....	\$10.00 each
Tints.....	\$10.00 each (add \$5.00 for extra solution)
Bleach.....	\$10.00 e.g. tipping etc.
Foil Weave.....	\$10.00
Cap Frost.....	\$10.00
Waxing.....	\$ 5.00 per service

PRICES PERTAIN WHETHER OR NOT STUDENT USES SCHOOL PRODUCT
STUDENT MUST BE GRANTED SPECIAL PERMISSION BY SENIOR FLOOR INSTRUCTOR TO USE NON SCHOOL PROVIDED PRODUCTS.

NOTE:

SENIORS can work on immediate family members at a 20% discount.

FRESHMEN can bring guests on Mondays/Saturdays for practice at students' product price.

15. No student is allowed to work on himself/herself after theory while clocked in for procedure credit.
16. Students refusing assignments or services will be sent home for the day.
17. Students may only perform services on patrons that have paid for those services.

18. Tools, equipment and working areas must be clean and sanitary at all times.
19. Soiled towels are not allowed to be left in the salon area. Practice towels will be issued with kit and students are responsible for laundering and bringing towels to class. Towels are to be kept in clean covered container/bag.
20. The floor must be swept immediately after cutting hair.
21. Students will refrain from gossiping, vulgarity, profanity or discussing personal matters while working on patrons.
22. Only English language may be spoken while working on patrons.
23. All operations must be checked and signed for by an instructor upon completion in order to receive credit.
24. Students' Tools and Equipment - It is the students responsibility to replace items lost, stolen, or used up that originally came in their kit. Students must also supply their own paper, pencil, shaving creams etc. needed to do necessary operations, grades, patron services assignments etc. Students' tools and equipment must be at the school and available to work on clients at all times.
25. Students must conduct themselves in a courteous professional manner and shall not create discord among other students or staff. Any student causing discord or acting insubordinate with the school staff will be expelled.
26. All homework must be turned in on time for credit toward your grade.
27. Re-tests (for students who failed on the test day, **NOT** absentees!!) are to be done within three days at the convenience of the instructor.
28. Students who have missed tests will not be allowed to have personal service.
29. Full-time senior students must perform at least six (6) complete operations per day. Part-time senior students must perform at least three (3) complete operations per day.
30. Clean-up is required of all students. You will receive 1/2 hour credit toward "additional training". See timecard.
31. The school is not responsible for any personal items, equipment or any other property that the student may have on the premises. All property belonging to the student that is on school premises is there at the sole risk of the student whether left in lockers or anywhere else on school property.
32. Sexual harassment will not be tolerated and is grounds for dismissal from the school.
33. A student cheating on assignments or test may be terminated at the discretion of the instructor or director.
34. Cell phones are prohibited in the school building.
35. Parking Lot Disclaimer - Hair California Beauty Academy is not responsible for damages to, loss of, or thefts from vehicles parked on school premises.
36. A student may be suspended for three days at the discretion of his or her instructor for not following SAP standards or these guidelines of personal conduct

Remember, these rules are to make the individual students look, act and be professional. The purpose of this training is to prepare the student to compete successfully in the job market.

REVISIONS

Jan. 3, 1994	Included "Course Outlines/Curricula".
Apr. 22, 1994	Included "Complaints"
May 9, 1994	Included "Library Policy"
May 9, 1994	Revised "Disclosure/Maintenance of Educational Records"
May 9, 1994	"Tuition & Fee Schedule" add Barbering.
May 9, 1994	Barber Course Outlines/Curricula added.
Jun. 14, 1994	\$10.00 transcript fee dropped from the "Transfer/Drop Policy & Procedure"
Jun. 14, 1994	\$10.00 fee dropped for academic or financial paperwork preparation deleted from the "Refund/Cancellation Policy"
Jun. 14, 1994	\$100.00 reinstatement fee deleted from the "Leave of Absence Policy"
Jun. 14, 1994	words regarding "approval" and "Superintendent of Public Instruction" deleted from the Approval Disclosure Statement
Jun. 30, 1994	"Instructors" updated
Aug. 29, 1994	SEOG deleted from the Approval Disclosure Statement
Aug. 29, 1994	LOA request done if out more than 15 days vs. 1 week shown prior
Aug. 29, 1994	Refunds in 5 days vs. 10 shown prior
Sept.23, 1994	word "smock" removed from section entitled "UNIFORMS"
Dec. 13, 1994	Added policy to resolve conflicting information found on Title IV applications
Jan. 23, 1995	Rule IV-B, Required freshman hours for Barber included.
June 7, 1995	Deleted rule that allowed students to clock in late if they were not on time for theory. They will now lose the entire day or evening
Aug. 21, 1995	Manicuring Course Outline changed to reflect 400 hour requirement
Sept 11, 1995	Barbering course outline updated to latest state requirements
Sept 11, 1995	Cosmetology course outline updated to latest state requirements
Sept 11, 1995	Cosmetician course outline updated to latest state requirements
Oct. 8, 1996	Changed title of "Complaints" to "Grievances/Complaints"
Oct. 11, 1996	Transfer/Drop Policy & Procedure changed to include fee for added supplies and possible requirement to buy new kit
Oct. 11, 1996	Updated instructor listing and addresses
Nov. 18, 1996	Updated instructor qualifications
May. 23, 1997	English Second Language (ESL) Statement
Aug. 4, 1997	Student property left at school at students' risk
May 22, 2001	100.00 re enrollment and \$300.00 student s
Nov. 14, 2001	Massage Therapist added
Sept. 3, 2002	Tuition updated
Feb. 2003	Complete Update for NACCAS accreditation
Nov. 2003	Complete Update for NACCAS accreditation
Feb. 2004	"Counseling Policy" changed to "Advising Policy"
May 2005	Refund Policy for SCC & Non-SCC, Sexual Harassment added, Student Performance/Grade chart changed to state "Attendance/Participation 20%", No alcohol or illegal drugs added to rules & reg's.
May 2005	Rules & Regulations now state 20% minimum attendance (same as junior college requirement). Cheating added to Rules & Regulations.
June 2005	Changes per NACCAS on-site visit - Ethnic origin added to Statement of Non-Discrimination, Tuition & Fees updated, "Enrollment fee" changed to "Registration fee", attendance no longer to be 20% of grade, evaluation periods changed to 25% & 75% of scheduled completion.
October 2005	Parking Lot Disclaimer. Cell phones prohibited, locking class 8:30am and 6:00pm. No lunch room, no smoking
March 2006	New address for BPPVE, Updated Instructors & Staff.
May 2006	Administration updated. Rules and Reg's updated to state that improperly dressed/groomed students may be sent home.
August 2006	Slight changes in format to Rules and Regulations. Added rules 34 & 35 regarding cell phones and parking lot.
Sept 2006	Changes per NACCAS visit. Added NACCAS phone number to page 1. Admissions requirements dropped 10th grade and added words regarding meeting SCC admission requirements. Disclosure and Maintenance of Educational Records dropped words regarding tax dependents. Method of payment added words that if student taken that didn't come through the college that we will arrange a payment plan. Grievances and Complaints now includes BPPVE & NACCAS addresses.
Sept 2007	Update regarding service for students family members. They must receive instructors permission and must follow the schedule for services. Also update no Monday (Full-time) or Saturday (Part-time) absenteeism.

May 2008	Students must be clocked in by 8:30am (Full-time) 6:00pm (Part-time).
December 2008	Return, and transfer students
March 2009	Title IV information and Limited space available for SCC students, Transfer student fees \$600.00, Change Tuition & Fees, Added Board of Barbering & Cosmetology address, Time card replacement fee \$0.75/ea, Tennis shoe (full-coverage), ID badge replacement fee \$10.00, Scan test sheet purchase fee - 3 for \$1.50.
July 2009	Add fees for pre-application and completion
August 2009	Add fees for completion testing
August 2010	Removed SCC requirements and add Monday to part-time schedule
Dec 2010	Changes per RGM notification of Refund Policy Change email Oct 11, 2010 Student Tuition Recovery Fund Disclosures; ¾ Time Enrollment addition to schedule; Employee Profile Updates; Verification and Awarding of Title IV aid
May 18, 2011	Update to Administration and Instructors, names and experience
Aug 16, 2011	Changed Santiago Canyon College to "Community College" throughout catalog. In Rules & Regulations – Combined "Attendance Policy" & "Time Cards" sections into one section titled "Attendance Policy/Time Cards"
Dec 13, 2011	Entire catalog updated per BPPE requirements in the process of a BPPE compliance inspection.

I, _____, have read all the school rules and regulations and agree to abide by them. I have also received a copy of the school catalog.

(Student's Signature)

(Instructor's Signature)

(Date)