ATHENA
COLLEGE OF BEAUTY

Student Catalog
2012-2013

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WELCOME

Many careers become obsolete with the changing times. However, the diverse profession of beauty continues to grow and expand. The beauty profession offers special appeal to men and women of all ages and with the continued societal focus on the value and benefits of living a more beautiful and healthful life, the beauty profession continues to be a career of choice. As a student of cosmetology arts and applied sciences, you will learn to provide a variety of personal services that help clients' look and feel their best. These services primarily include the care and treatment of hair, nails and skin.

The practice of cosmetology is all or any combination of cutting, styling, shampooing, coloring, straightening and applying hair tonics to beautify the hair. In California, cosmetology services may be legally performed only by state-licensed cosmetologists in state-licensed salons or barbershops. Licensed cosmetologists may also perform manicuring and esthetics services.

Cosmetician or esthetics is the practice of performing facials, applying makeup, giving skin care, or beautifying the face, neck, arms, or upper part of the human body by use of cosmetic preparations, antiseptics, tonics, lotions, or creams. It also includes applying eyelashes or removing hair by tweezing, depilatories, or waxing. Chemical exfoliation (also known as "skin peels") is done to smooth wrinkles, reduce scars and blotchy areas, and improve the overall appearance of normal skin. In California, esthetics services may be legally performed only by state-licensed cosmetologists and cosmeticians in state-licensed salons.

MISSION STATEMENT

It is the mission of Athena College of Beauty to motivate and inspire students by providing a quality education that prepares each graduate for licensure and job entry skills.

EDUCATIONAL OBJECTIVES

- To train and produce knowledgeable graduates able to seek and find entry level employment in the beauty industry.
- To provide an educational environment that incorporates progressive teaching techniques and learning skills.
- To instill standards of professional ethics, visual poise, and a positive attitude within each student.
- To foster the passion and creativity required to become an accomplished industry professional
- To prepare each student for successful completion of the California State Board of Barbering and Cosmetology licensing exam.
- To prepare students enter the field as a self-confident and capable professional for a completely rewarding, creative and exciting future.

OWNERSHIP

Tam Nguyen, President
Linh Nguyen, Vice President

ADMINISTRATIVE PERSONNEL

Allen Martinez	Campus Director
Lissette Ramirez	Student Services Coordinator
Michelle Dodge	Receptionist

FACULTY

Kayla Rahou	Cosmetology Instructor
Victoria Dorfman	Cosmetology Instructor
Bruce Anguiano	Cosmetology Instructor
Cassy DeMarco	Cosmetician Instructor
Cathye Solliday	Cosmetician Instructor
Pippa Terry	Cosmetician Instructor

LOCATION, FACILITY AND EQUIPMENT

Athena College of Beauty is a spacious (7300 sq. ft.) air-conditioned, facility with many benefits for our staff and students. Located at 23565 Moulton Parkway, Suite A & B, in Laguna Hills California 92653, our college simulates salon conditions to help our students "Learn-by-doing", with required equipment and supplies that help enhance the student's educational experience. A student lounge is provided for the students' use with the facilities, including eating and rest areas. Each student has access to a locker/roll about to keep their personal items.

ACCREDITATION

Athena College of Beauty is accredited by the NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES (NACCAS), an agency recognized by the United States Department of Education for Cosmetology Accreditation. Unresolved complaints may be directed to:

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

STATE BOARD, BUREAU DEPARTMENTS AND AGENCIES

Athena College of Beauty was granted institutional approval from the Bureau for Private Post-Secondary Education PO Box 980818 West Sacramento, CA 95798, Phone (916) 574-7720, pursuant to the California Education Code Section 94915. The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post-secondary educational institutions, and does not imply a ny endorsement or recommendation by the State or by the Bureau. The Bureau has approved the following programs: Cosmetology 1600 Clock Hours and Cosmetician: 600 Clock Hours.

Bureau for Private Postsecondary Education (BPPE)

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education
P.O. Box 980818 West Sacramento, CA 95798
By E-mail to: bppe@dca.ca.gov
Phone: (888) 370-7589

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

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

Bureau for Private Postsecondary Education
P.O. Box 980818 West Sacramento, CA 95798
By E-mail to: bppe@dca.ca.gov
Phone: (888) 370-7589

BOARD OF BARBERING/COSMETOLOGY
Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Campus Director.

Unresolved complaints may be directed to:

BOARD OF BARBERING AND COSMETOLOGY
P.O. Box 944226
Sacramento, Ca. 94244-2260
Telephone (916) 574-7570

COURSES OF STUDY

Cosmetology Course:	1600 Clock Hours
Cosmetician Course:	600 Clock Hours

The course of study for which students are enrolled shall consist of the state mandated technical instructional and practical operations covering all practices constituting the art of Cosmetology and Cosmetician. The courses of study are designed to prepare students for the state licensing examination and for entry level positions.

COSMETOLOGY CAREER OPTIONS

The educational objective of the Cosmetology curriculum is to provide the student with sufficient training to pass the State Board Exam, become properly licensed, and perform duties required under such license to secure employment at an entry level. A cosmetologist license allows an individual to practice all phases of cosmetology including hair styling, hair cutting, and hair coloring. A successful graduate of cosmetology, who has passed the State of California written and practical licensure exam should be able to function effectively as a:

°Hair Stylist °Hair Colorist °Manicurist °Make-up Artist °Beauty Salon Operator

As hairstylists and cosmetologists become more experienced and gain a following, they can expect their earnings and scope of work to increase. Some manage salons or decide to open their own. Others become sales representatives or image consultants. Some decide to become educators and teach in barber and cosmetology schools, or for manufactures and/or distributors of beauty products.
39-5012 Hairdressers, Hairstylists, and Cosmetologists
Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Excludes "Makeup Artists, Theatrical and Performance (39-5091), "Manicurists and Pedicurists" (39-5092), and "Skincare Specialists" (39-5094).

COSMETICIAN CAREER OPTIONS

The educational objectives of the cosmetician curriculum is to provide the student with sufficient training to pass the State Board Exam, become properly licensed, and perform all duties required under such license to secure employment at an entry level. A cosmetician license allows an individual to practice all phases of esthetics including facials, body procedures, and make-up artistry.

A successful cosmetician graduate, who has passed the State of California written and practical licensure exam should be able to function effectively as a:

°Skin Care Specialist °Esthetician °Spa Technician °Make-up Artist

As cosmeticians become more experienced and gain a following, they can expect their earnings and scope of work to increase. Some manage spas or decide to open their own. Others become sales representatives or skincare consultants. Some decide to become educators and teach in cosmetology schools or for manufactures and/or distributors of skin care products.

Avenues in these areas of specialization could also include journalism, advertising, marketing, or research and development, with the right continuing education and opportunities. TRAINING is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people and have the aptitude, a cosmetology education may be a pathway to a secure income and a solid future.
39-5094 Skincare Specialists
Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists.

ENROLLMENT

Prospective enrollees may meet with a school representative to complete the pre-enrollment interview process prior to signing an enrollment agreement. A prospective student should be prepared to discuss educational and professional goals with school personnel. Call or email the school to make an appointment.

ADMISSIONS REQUIREMENTS – Cosmetology & Cosmetician

The school's admission policies require that each admitted student meet one of the following:

A. Have a high school diploma, or its equivalent, a transcript showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients); or
B. Have a state-issued credential for secondary school completion if homeschooled; or
C. Have the ability-to-benefit from the training, according to the NACCAS Ability-To-Benefit Policy.
D. If enrolled under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.

The College does not recruit students already attending or admitted to any other school offering a similar program of study. The College only enrolls secondary students enrolled under a training agreement program, such as ROP.

ABILITY TO BENEFIT

Students admitted under the ability-to-benefit must meet the following criteria: Be a student who is beyond the age of compulsory education, lack a high school diploma or its equivalent and have the ability to benefit from the education or training offered.

In order to be admitted on the basis of his or her ability to benefit, a student must complete 225 clock hours in their program of study. The student will be evaluated when they reach 225 clock hours and satisfactorily meet all requirements.

ENGLISH AS A SECOND LANGUAGE

This institution does not offer English as a Second Language ("ESL") course. All prospective students that are accepted for enrollment must be proficient in the English language. All programs are taught in English. How do we show proficiency?

STATEMENT OF NON DISCRIMINATION

Athena College of Beauty prohibits discrimination on the basis of race, color, sex, religion, national origin, ethnic origin identification, ancestry, age, physical or mental disability, medical condition, military service, sexual orientation, marital status, pregnancy, or any other basis prohibited by law. The college t is committed to providing equal opportunities for all individuals in all programs and activities which it conducts.

TRANSFER POLICY

The school will administer a scholastic evaluation to students wishing to transfer to the school or require the transfer student to enter the school's Freshman Class. Based on the test results, if applicable, the school may recognize credit for all or part of the applicant's previous training provided it is recognized by the Board of Barbering and Cosmetology. Transfer students must comply with the class level assigned as a result of the scholastic evaluation. In addition, such students must meet all regular entrance and registration requirements. If approved for enrollment, tuition will be charged at the hourly rate for the course of study at the time of enrollment plus the applicable registration fee. Transfer students are required to provide their own kit, or have the option to purchase a kit from the school. All transfer students must have the same current textbook used by the College, and a minimum of 25% of the degree program must be delivered by the institution to award the degree. With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

RE-ENTRY POLICY

All students who withdraw may re-enter into the program without the loss of credit of program hours provided it is within 5 years from the date of their withdrawal, and the student is in good standing with the school. Students who re-enter will re-enter at the same satisfactory progress status they held prior to their withdrawal.

CLASS CALENDAR – 2012-2013

Classes start every two weeks, please inquire.

HOLIDAYS

The following dates will be designated as College holidays if the holiday falls upon a regularly scheduled school day:

Independence Day
Thanksgiving Day
Christmas Eve through New Year's Day

At the school's discretion, other days may be deemed holidays.

CLASS SCHEDULE

Full time students are scheduled 40 hours per week Tuesday through Saturday from 9:00 am through 5:30 pm, with a ½ hour for lunch. Part time day students are scheduled Tuesday through Friday and Saturday from 9:00 am to 5:30 pm. Part time evening students are scheduled Tuesday through Friday 6:00 pm through 10:00 pm (no lunch break) and Saturday from 9:00 am through 5:30 pm, with a ½ hour lunch break. Part time students are scheduled 24 hours per week. Students are expected to maintain a minimum attendance average of 67%. For full time students, minimum attendance average is 32 hours per week. For part time students minimum attendance average is 19.25 hours per week. Student attendance may vary slightly according to the individual student contract. Please note, students attending more than 8 hours per day will be required to take two ½ hour lunch breaks.

SCHOLARSHIPS

Athena College of Beauty does not award any institutional scholarships.

GRADUATION REQUIREMENTS/DOCUMENTATION – Cosmetology & Cosmetician

Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a certified final Transcript of Hours and Diploma.

Successfully complete all theory requirements and practical operations.
Pass a final mock board examination
Complete the hours required for the course of study as required by the State Board
Payment of all tuition and institutional fees

Upon completion of the course of study and all graduation requirements, a DIPLOMA for the applicable course of study will be awarded. Students are assisted in completing the necessary documents to file for the appropriate Licensing Examination. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

STUDENT ORIENTATION

Orientation is conducted on or before the first day of class. The purpose of orientation is to ensure that all new students are familiarized with the educational objectives and instruction of the program, the school's administrative policies affecting the students, procedures, facility layout, emergency exits, other support services available to students, and other important information. If orientation is conducted before the first day of class, it does not count toward the total program hours, although it is a required part of the program. Orientation is typically scheduled on the week before class is scheduled to convene.

TEXTBOOKS, EQUIPMENT & SUPPLIES

Each student will be issued a textbook and complete kit during their freshman class. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing used, lost or broken articles. The college is not responsible for a student's equipment, either

lost or stolen, or left on the premises. All equipment left on campus over 30 days will be discarded. Students are responsible for the tools of their trade.

FRESHMAN CLASS ENROLLMENT

The freshman curriculum for each of the courses requires a specific number of completed classroom hours consisting of lecture, theory, demonstrations, and student practice. From this initial introduction, you will learn all fundamentals that build the foundation for your future and career. Minimum school hours spent as a freshman are as follows:
Cosmetology 200 hours
Cosmetician 75 hours

CAREER CONSIDERATIONS/PHYSICAL DEMANDS

The school feels that students interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy dealing with the public and be able to follow a client's direction
- Keep abreast of the latest fashions and beauty techniques
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the course of study
- Learn the skills necessary to operate a personal business

In addition, applicants and students should be aware that:

1. The work can be arduous and physically demanding because of long hours standing with hands at shoulder level or sitting over a nail technician's station or cosmetician's chair.
2. A personal investment may be required for advertising and promotions, such as printing of business cards.
3. There will be exposure to various chemicals and fumes, which may cause allergic reactions or could be harmful if used incorrectly.
4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, hourly, retail commission or independent contracting (renting space and equipment from an existing salon).

JOB DEMAND AND COMPENSATION EXPECATATIONS

The following information was obtained from a National Survey conducted in 2007 for the National Accrediting Commission of Cosmetology Arts and Sciences by Johan B. Lee and JBL Associates. The survey reported:

The total number of salons is up by 5%
53% of salons had job openings in 2006
Nearly 485,000 positions were filled in 2006
Professionals with less than 1 year experience accounted for 38% of the positions filled
The total number of salon is up 18%
Average annual salaries, including tips ranged from $30,000 to $48,000 per year.

Employment prospects continue to look good. Nearly three of every four employers report difficulty in finding qualified personnel. The supply does not appear to be keeping up with demand. Salon owners anticipate seeking to fill approximately 572,000 positions.

LICENSURE REQUIREMENTS

Any person is eligible to receive a license as a cosmetologist, or a cosmetician who is at least 17 years of age; has completed the 10th grade in the public schools of California or its equivalent; has completed the required clock hours in an approved school for the applicable course; has paid the required fees; and has passed the examination conducted by the Board to determine his/her fitness to receive a license.

CAMPUS PERFORMANCE STATISTICS

For the calendar year 2010, Athena College of Beauty maintained the following Institutional performance statistics for completion, licensure and job placement rates. Statistics reflect the calculation allowed by the accrediting agency for withdrawals with mitigating circumstances.

INSTITUTIONAL COMPLETION RATE: 0%
INSTITUTIONAL LICENSURE RATE: N/A
INSTITUTIONAL PLACEMENT RATE: N/A

HANDICAP POLICY

The school does not discriminate in its admissions practices or other policies against handicapped persons. The licensing requirements for courses offered at the school may restrict some applicants. The Campus Director may answer questions regarding licensing requirements and the physical demands of the industry.

HOUSING

The school does not provide institutional housing for attending students. However, if an applicant needs assistance in finding local housing, the school will refer the applicant to an appropriate agency.

DRUG ABUSE PREVENTION

The school fully supports the prevention of drug abuse. The school operates a drug free campus. A list of agencies and phone numbers is maintained in the administration office and is provided to any student requesting assistance in this area.

OSHA

The United States Department of Labor of Occupational Safety and Health Administration requires the school to advise its students of the chemicals used in cosmetology and related training. During their training, the student will learn about the importance of safety in the work place, and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used, and safe practices that apply.

VOTER REGISTRATION

If you are not a registered voter and would like to be, you can register to vote at the following locations:

Country Voter Registrar's Office
Secretary of State Office
Libraries
Post Offices
High Schools
On the Web: https://ovr.ss.ca.gove/votereg/OnlineVoterReg

PRIVACY AND FILE ACCESS POLICY

The congressional legislation entitled The Family Educational Rights and Privacy Act (FERPA) is designed to protect the privacy of student information. In compliance with this law, the college provides students access to specified official records directly related to the student and an opportunity to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate, while providing for the challenge of the actual grade received. The college will not release, except by subpoena from state, local, and federal government officials, personally identifiable data about students without their prior written permission. The following directory items are exceptions to this policy. Athena College of Beauty regards as public information:

1. Student participation in officially recognized activities.
2. Degrees and awards received by students, including honors awards, and academic recognition.
3. Dates of attendance.
4. Photo ID.
5. Enrollment status.

Additionally, In compliance with the Family Educational Rights and Privacy Act of 1974 the school follows policies that:

a) guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records;
b) require written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law;
c) the school does not publish "directory information" about students;
d) provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by NACCAS or in response to a directive of the Commission.

Access to records must be arranged previously and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of twenty cents per copy. Cumulative education records are maintained for a minimum of five years after graduation or termination.

The school must make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school, as all material and records contained therein are property of the school.

Students who do not wish to have the above directory information released must submit a written request to the Campus Director and Enrollment Services. Students wishing to challenge information in their files should contact the Campus Director, who will cause a hearing to be held.

A standard fee has been established to cover the cost of furnishing copies of some college records to the student. Students wishing
To have a copy of other records will be furnished copies at the actual reproduction cost except when copies of transcripts of coursework completed at other institutions must be obtained from those institutions.

The act applies to educational records only and does not include administrative records.

JOB PLACEMENT ASSISTANCE

Job placement assistance is provided to our graduates and students by posting area employment opportunities and teaching Job Readiness classes at no additional charge, but placement is not guaranteed. Resume and portfolio development and interview preparation support is available to all students of the school. These services are handled on site to help facilitate employment of each graduate in a position proportionate with his or her skill development. The graduate is still responsible for seeking

job openings, sending resumes, preparing for job interviews and, in general, does all those things customarily done to obtain employment.

The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

However, the level of employment obtained and the likelihood of obtaining employment are heavily dependent upon the student's job search efforts, and the record the student makes for him or herself while in school. The school's placement assistance should not be interpreted to be a guarantee of placement as Athena College of Beauty does not guarantee employment.

GRIEVANCES

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

1. Fill out the grievance form and list all grievances
2. Deliver all forms to the instructor in charge
3. If you are unable to deliver the form to the instructor in charge you may deliver it to the office manager Allen Martinez, 23565 Moulton Pkwy. Ste. A and B Laguna Hills, CA 92653. All grievances regardless of the nature will be turned over to the campus director and reviewed.
4. The Office Manager will evaluate the grievance and set an appointment with the person within 5 days from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours.
5. 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.

For any grievances that you cannot work out with the school, you may contact:
BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
PO Box 980818 West Sacramento, CA 95798, Phone (916) 574-7720

DISCIPLINARY/TERMINATION POLICIES

Students must understand that any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in any of the following disciplinary actions.

PROBATION: A student may be placed on probation for a specified time for any infraction of the Standards of Conduct. If the student does not correct the problem, he/she will be placed on a second probation. If the problem is not corrected during the second probationary period, he/she may be suspended for up to three days, or dismissed permanently at the discretion of the Campus Director.

SUSPENSION: Enrollment may be immediately suspended for three days for infraction of the Standards of Conduct or General Policies at the discretion of the school administration.

DISMISSAL - TERMINATION: Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reasons:

- Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement
- Non-conformance with the state laws and regulations governing schools and students
- Non-compliance with the school's Satisfactory Academic Progress Policy
- An action which causes or could cause bodily harm to a client, student or employee of the school
- Theft
- Engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol

- Immoral or improper conduct
- Non-payment of tuition or institutional fees
- Willful destruction of school property
- Falsifying or altering academic records

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the student will be notified of the decision within 30 days of the receipt of the appeal.

CLOCK HOUR POLICY/TARDY POLICY

The Board of Barbering and Cosmetology will only recognize time clock hours of attendance. As a result of this requirement, this school can only give clock hour credit to students who record their attendance by using the time clock to clock in and out at the start and end of their class day and lunch period. Students are given credit for exact time clocked. The school does not give credit for excused or unexcused absences.

Students, who arrive to theory class after the scheduled class, will not be permitted to enter; therefore, no time credit will be given. A student will be allowed to be tardy three times in one month. After being tardy three times, students will receive disciplinary action, which could include suspension for 1 day.

The school provides students with weekly theory and operations tracking worksheets. It is the student's responsibility when completing daily activities to log each completed theory and operation on the worksheet and obtain instructor approval to receive daily credit as the tracking forms reflect the students' daily record of operations. It is important that all operations are recorded properly and accurately. It is the student's responsibility to ensure that the worksheets are submitted accurately and with all applicable approvals from their instructors. The tracking forms are the property of the school and must remain in the school at all times. After clocking in, students are required to maintain applied effort and may not leave the campus.

Personal grooming, leaving the building, reading material not related to a student's required training, or activity not related to the required training will not be allowed. If this occurs, the student will be asked to stop such activity or to clock out for the remainder of the day. Continued activities of this nature may result in suspension/termination.

MAKE UP HOURS

At the schools discretion, students are typically allowed to schedule make up hours for days or time missed.

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 for up to two (2) ninety day (90) periods. There must be a reasonable expectation that the student will return from the LOA for it to be granted. The LOA may not exceed 180 days in any 12-month period and each LOA must be a minimum of 30 days. Unless unforeseen circumstances prevent the student from doing so, the LOA must be requested by the student in advance of the leave and in writing, include the student signature, and must be approved by the Campus Director. The LOA request form must be filled out and the date of leave and return must be stated on the form.

Students on LOA's will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her maximum time frame to complete the course extended by the

same number of days as the leave of absence. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave, and the refund calculation will be performed, and all refunds due will be issued to the student or appropriate agencies.

EXTRA INSTRUCTIONAL CHARGES

Students are expected to complete their training within the scheduled time of completion as specified in their Enrollment Agreement. If a student requires additional hours of an instruction beyond the scheduled course completion date, extra instructional charges to complete the course will be required. An addendum to the enrollment contract will reflect the hours to complete and rate of $150.00 per week. Students will not be allowed to clock in until the applicable payments are made.

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

COSMETOLOGY COURSE OUTLINE

1,600 CLOCK HOURS

DESCRIPTION: The primary purpose of the cosmetology course is to train the student in the basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary to obtain licensure and for competency in entry-level positions or a related career field. All classes are taught in English.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

Project a positive attitude and a sense of personal integrity and self-confidence.
Practice effective communication skills, visual poise, and proper grooming.
Respect the need to deliver worth service for value received in an employer-employee relationship.
Perform basic manipulation skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, manicures, pedicures and nail extensions.
Perform basic analytical skills to determine proper makeup, hairstyle and color application for the clients overall image.
Apply learned theory, technical information and related matter to assure sound judgments, decisions and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related career positions.

REFERENCES: A comprehensive library of references, periodicals, books, texts and audio/video tapes/DVD's are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

FORMAT: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation and entry-level job skills. Theory and practical experience are integrated throughout the course. Clinic equipment, implements and products used are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency and the Practical Cosmetology Skills Competency Evaluation Criteria. Student must maintain a theory grade average of 75%, meet all other institutional requirements, and pass a final exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale.

WRITTEN:

100% - 90%	A	EXCELLENT
89% - 80%	B	ABOVE AVERAGE
79% - 75%	C	SATISFACTORY
60% - 74%	D	UNSATISFACTORY
59% - 00%	F	FAIL

PRACTICAL:

4	A	EXCELLENT
3	B	ABOVE AVERAGE
2	C	SATISFACTORY
1	D	UNSATISFACTORY
0	F	FAIL

MINIMUM SPECIFIED PRACTICAL OPERATIONS:

10	Disinfection	200	Wet Hair Styling
40	Thermal Hair Styling	20	Thermal Press and Curl
80	Permanent Waving	25	Chemical Straightening
80	Haircutting	20	Hair Bleaching
50	Hair Coloring	20	Scalp and Hair Treatments
10	Manual Facials	15	Electrical Facial
15	Chemicals (Skin peels, masks & scrubs)	10	Make up applications
20	Eyebrow Arching and Hair Removal	15	Water and Oil Manicure
10	Complete Pedicure	50	Liquid and Powder Brush-on
50	Artificial Nail Tips	20	Nail Wraps and Repairs

SUBJECT OF TECHNICAL INSTRUCTION:	Min. Hours of Technical Instruction:
1. The Cosmetology Act and the Program's Rules & Regulations	20
2. Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	20
3. Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety, data sheets, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.)	20
4. Theory of Electricity in Cosmetology (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	5
5. Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment.)	20
6. Bacteriology, anatomy, and physiology.	15
7. Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, comb-outs.)	30

8. Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling.) A. Thermal Styling B. Press and Curl	30
9. Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	20
10. Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	20
11. Haircutting (Shall include hair analysis, and the use of the razor scissors, electric clippers, and thinning shears, for wet and dry cutting.)	20
12. Hair coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.) A. Hair coloring B. Bleaching	60
13. Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	5
14. Facials A. Manual (Shall include cleansing, scientific manipulations packs, and masks.) B. Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus for facials and skin care purposes.) However, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of on tracting, the muscles of the body or face.) C. Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layers of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.)	25
15. Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.)	10
16. Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)	15
17. Manicuring and Pedicuring A. Water and Oil Manicure, including nail analysis, and hand and arm massage. B. Complete Pedicure, including nail analysis, and foot and ankle massage. C. Artificial Nails 1) Liquid and Powder Brush-on 2) Artificial Nail Tips 3) Nail Wraps and Repairs	 05 05 10 10 05

COSMETICIAN COURSE OUTLINE

600 CLOCK HOURS

DESCRIPTION: The primary purpose of the cosmetician course is to train the student in the basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary to obtain licensure and for competency in entry-level positions or a related career field. All classes are taught in English.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

Project a positive attitude and a sense of personal integrity and self-confidence.
Practice effective communication skills, visual poise, and proper grooming.
Respect the need to deliver worth service for value received in an employer-employee relationship.
Perform basic manipulation skills for facial massage, effective use of required implements and equipment, proper application of corrective makeup, unwanted hair removal and artificial eyelashes.
Perform basic analytical skills to determine proper application for the clients overall image
Apply learned theory, technical information and related matter to assure sound judgments, decisions and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in esthetics and related career positions.

REFERENCES: A comprehensive library of references, periodicals, books, texts and audio/video tapes/DVD's are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

FORMAT: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation and entry-level job skills. Theory and practical experiences are integrated throughout the course. Clinic equipment, implements and products used are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency and the Practical Cosmetology Skills Competency Evaluation Criteria. Student must maintain a theory grade average of 75%, meet all other institutional requirements, and pass a final exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale.

WRITTEN:			PRACTICAL:		
100% - 90%	A	EXCELLENT	4	A	EXCELLENT
89% - 80%	B	ABOVE AVERAGE	3	B	ABOVE AVERAGE
79% - 75%	C	SATISFACTORY	2	C	SATISFACTORY
60% - 74%	D	UNSATISFACTORY	1	D	UNSATISFACTORY
59% - 00%	F	FAIL	0	F	FAIL

MINIMUM SPECIFIED PRACTICAL OPERATIONS:

10	Disinfection and Sanitation	40	Facials (Manual)

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

TECHNICAL SUBJECT:	MINIMUM THEORY HOURS
1. The Cosmetology Act and the Program's Rules and Regulations.	10
2. Chemistry pertaining to the practices of a Cosmetician. (Shall include the chemical composition and purpose of cosmetic and skin care preparation. Shall also include the elementary chemical makeup, chemical skin peels, physical, and chemical changes of matter.)	10
3. Health and Safety/Hazardous Substances (Shall include training in chemicals and health establishments, material safety data sheets protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.)	20
4. Electricity (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	10
5. Disinfection and Sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment.)	10
6. Bacteriology, anatomy, physiology, skin analysis and conditions.	15
7. Facials A. Manual (Shall include skin analysis, cleansing, scientific manipulations, packs, and masks. B. Electrical (Shall include the use of all electrical modalities including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.) C. Chemical (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layers of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.)	20 30 20
8. Eyebrow Arching and hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.) A. Tweezers A. Wax and depilatories	05 20
9. Make-Up (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.)	20
10. Training will also include classes in Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.	
11. Preparation – Shall include client consultations, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.	15

SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in the Cosmetology and Cosmetician programs whether participating in Title IV programs or not. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies

with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 400, 800, and 1200 clocked (actual) hours

Cosmetician 300, 600 clocked (actual) hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Athena College of Beauty students are required to attend a minimum of 67% (66.67%) of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. Scheduled hours will be calculated by multiplying the number of scheduled days times the number of hours scheduled each day. At the end of each evaluation period, the school will determine if the student has maintained at least 67% (66.67%) cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

	COURSE SCHEDULED WEEKS	**COURSE MAXIMUM SCHEDULED HOURS**	**MAXIMUM TIME ALLOWED**
Cosmetology (Full Time 37.5 hrs/wk)	43 weeks	1600	64 weeks
Cosmetology (Part time, 20 hrs. /wk)	80 weeks	1600	120 weeks
Cosmetician (Full time, 37.5 hrs. /wk.)	16 weeks	600	24 weeks
Cosmetician (Part time, 20 hrs. /wk.)	30 weeks	600	45 weeks

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined 67% of the scheduled hours, and final determination of hours to be transferred is at the sole discretion of the school.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the grading sheets will reflect completion of the practical assignment as a 100% rating. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75%, meet all other institutional requirements, and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Grades are considered according to the following scale:

WRITTEN:

100% - 90%	A	EXCELLENT
89% - 80%	B	ABOVE AVERAGE
79% - 75%	C	SATISFACTORY
60% - 74%	D	BELOW STANDARDS - UNSATISFACTORY
59% - 00%	F	FAIL

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Progress Determination at the time of each of the evaluations. In order for a student to be considered making satisfactory academic progress as of course midpoint, the student must meet both attendance and academic requirements.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory 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 may be placed on probation and considered to be making satisfactory progress while during the first probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. 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 probationary period, the student has still not met both the attendance and academic requirements, 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.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid (if applicable) by meeting minimum attendance and academic requirements by the end of the probationary period.

INTERRUPTIONS, PROGRAM INCOMPLETENESS, 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 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. Program incompleteness, repetitions and non-credit remedial courses are not applicable to this institution's form of instruction. These courses have no effect upon the school's satisfactory academic progress standards

APPEAL PROCEDURE
If a student is determined to not be making satisfactory academic progress due to mitigating circumstances (e.g. death in the immediate family, relocation or other unforeseen events), the student may appeal the determination. The student must submit a written appeal to the school on the designated form with supporting documentation of the mitigating circumstances and pertinent information relating 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.

NONCREDIT AND REMEDIAL COURSES
Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

TRANSFER HOURS
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.

*The school does not participate in federal financial aid programs at this time.

STUDENT ADVISING
Each student is provided with two report cards during their course of enrollment. For students enrolled in the Cosmetology Program report cards are completed at 800 hours and 1200 hours. For students enrolled in the Cosmetician Program, report cards are completed at 300 hours and 600 hours. For transfer students, report cards are completed at the 50% point and 75% point of the contracted hours.

Students are advised regarding progress and achievement. Additional advising regarding licensing regulations, reciprocity, employment, and continuing education opportunities is available to students as needed. The administration office has a list of agencies for referral if a student needs other assistance. Students are given personal attention assistance at every stage of training, from the first day of enrollment to the day of graduation.

TUITION AND FEES

Course	Tuition	STRF	Registration	Books/Kit	Total	Weeks
Cosmetology	$10,800.00	$27.50	$100.00	$1300	$12,227.50	40-64
Cosmetician	$4,050.00	$10.00	$100.00	$1300	$5460.00	15-24

The student must have the current textbook used by the school. All students enrolled are required to purchase an appropriate kit. Kits and books are subject to applicable state sales tax.

The school does not currently participate in federal or state financial aid programs.

REFRESHER COURSE AND TRANSFER STUDENTS FEES

Students requiring a refresher course of less than 150 hours and students transferring from another college will be billed at the course hourly rates, also a rental kit fee of $75.00 and a registration fee of $100.00. Students may furnish their own equipment or have the option to purchase a kit from the school. The student must have the current textbook used by the school.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTIUTION

The transferability of credits you earn at Athena College of Beauty is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or certificate you earn in Cosmetology and Cosmetician is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Athena College of Beauty to determine if your credits or certificate will transfer.

METHOD OF PAYMENT

All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes in the form of cash, credit card, check, cashier's check or money order. Payment options include:

- Contracted Enrollment between the student and another retraining program
- Personalized Payment Plans with the school
- Other private loan agencies, personal student loans or scholarships that offer this type of assistance for qualified programs and student eligibility

All tuition and fees are payable in advance, prior to commencing classes, unless other arrangements are made with the school and contracted in the Enrollment Agreement., i.e. a deposit is made then equal monthly payments are made with tuition paid by end of last class; or, if applying for a private loan, (subject to qualifications and eligible classes) then prior to starting class the student will have completed to determine eligibility. Students applying for loans may be asked to pay for their equipment kit and applicable fees in advance to the start of the first class, which may then be reimbursed from available funds upon receipt of first disbursement. Consult with the Director for specific payment options.

TRANSCRIPTS

The College will prepare one set of transcripts upon completion and or withdrawal from the course at no charge. If additional transcripts are requested a fee of $50.00 will be charged by the College.

THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS. TRANSCRIPTS WILL NOT BE PROVIDED FOR ANY STUDENT WITH TUITION OR INSTITUTIONAL FEES DUE.

REFUND AND WITHDRAWAL POLICY

- For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school.
- The "formal cancellation date" will be determined by the postmark on written notification; the date said notification is delivered to the school in person, the date of expulsion by the school, or 30 days after the last day of attendance or the expiration date of an approved Leave of Absence. Students who have missed 30 days will be automatically withdrawn.
- If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded even if the student has begun classes.
- If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the registration fee in the amount of $75 will be made.
- If a student cancels the enrollment more than three business days after signing the contract but within seven business days of starting classes, a refund of all monies paid to the school less the registration fee in the amount of $75 will be made.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), a pro rata refund will be made if 60% or less of the course has been completed. If 60.01% or more of the course has been completed 100% of the tuition will be earned. All refunds are based upon completed hours.
- Any monies due the applicant or student shall be refunded within 45 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement. Refunds will not be issued for opened or rented kits.
- If a Title IV financial aid recipient (The School is not currently eligible to participate in federal Title IV Financial Aid Programs) withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

If a student obtains a loan, the student must repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

STUDENT TUITION RECOVERY FUND STATEMENT

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number.
Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON PAYMENT OF TUITION

An institution may withhold a student's transcript, diploma, or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full.

DRESS CODE

Student must present themselves in a professional and hygienic manner at all times. While on the clock, students may wear a lab coat as follows: black for Cosmetologist and white for Cosmetician. Below is an outline of acceptable dress while on the clock:

Shirts, Pants, Skirts and Dresses

- Acceptable colors for shirts, pants and skirts are black, grey, and white.
- No sweats, work out pants, shorts or blue jeans may be worn at any time.
- If a skirt or dress is worn, nylons, tights or leggings must be worn underneath. Socks must be worn with pants at all times and must cover the ankles.

Shoes

- Closed toed shoes must be worn at all times.
- No light weight fabrics or canvas may be worn. Any coordinating color of shoe is acceptable for cosmetology students only.
- Due to safety regulations, no spiked heels or stilettos may be worn at any time. If a slight heel is desired, it must be no higher than two inches high and one inch wide at the base.

Accessories

- Accessories may be worn to include: rings, necklace bracelets and earrings; however, any jewelry that may pinch, bump, clang or obstruct movement while performing a client service must be removed prior to beginning the service.
- Tasteful headbands, scarves or hats may be worn; however, NO baseball style caps or beanies, team attire and or gang related head gear may be worn at any time while on the clock.

It is not acceptable, under any circumstances for the midriff, upper thigh(s), back or breasts to be exposed.
Clothing that is frayed and/or clothing with holes may not be worn at any time. If a student is out of dress code or unprofessional, the student may be asked to clock out and return within the day after changing into appropriate clothing.

STANDARDS OF CONDUCT

1. No stealing, if caught, expulsion will result.
2. Students are to act and present themselves as professionals. No foul language, yelling, fighting, shouting or horseplay.
3. Students are responsible for their own personal property. The school is not responsible for any lost or stolen items.
4. Students are not permitted to leave school grounds while clocked in, with the exceptions of break time. Breaks are a maximum of 10 minutes for every four hours of instruction.
5. In case of illness or emergency on any day, the student must call in to the school staff to report his/her absence by 9:00 a.m. that morning.
6. Students may not clock in for scheduled theory if they are more than seven minutes late after the scheduled class start time. Students may not attend theory class or clock in until theory class has concluded. Clocking in 7 minutes after the scheduled start time more than three (3) times in a month period may result in suspension.
7. Students will take lunch between 12:00 a.m. and 2:00 p.m. and must report to an instructor if they have not had lunch by 2:00 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility, and must be staggered.
8. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Students failing to do so may only receive credit for hours indicated by the time clock. Students are required to be in their assigned theory class on time in clean, prescribed uniform. No student is allowed to clock out during college hours without permission from the Instructor in charge. Students MUST be properly attired to clock in and clock out from school.
9. Students must be in compliance of the school dress code at all times when they are on the campus. If a student is found to be out of the dress code policy, the student will be asked to clock out and sent home to change into appropriate clothing. The student will be required to return to campus within a reasonable time to complete their day. Personal grooming is to be done on the student's own time.
10. No smoking in school building as well as within 30 feet of building exits. High School students are prohibited from smoking. No gum chewing while on the clock.
11. No visitors are permitted in the classroom or student lounge area unless approved by the Instructor. Visitors may be received in the reception area.
12. College business phones may not be used for personal calls. Students are not at any time permitted to leave a client to answer the phone. Cell phones cannot be used during school hours unless the student is clocked out during a break or lunch period. Cell phones/pagers must be turned off or in vibration mode while in class. If a student is expecting an emergency call, the student should inform the instructor or school administration. This rule will be strictly enforced.
13. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times. Students must keep work station, common area in classroom and the clinic floor, clean and sanitary at all times. All kits must be in a sanitized condition at the end of each day.
14. All students serving the public must be courteous and pleasant. If difficulty arises, immediately inform an instructor or school official. Students must take all appointments assigned to them. Failure to take a client is grounds for suspension. No student may leave a client while performing a chemical service, except in an emergency and must be approved by an instructor.
15. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc. Only products furnished by the college may be used unless otherwise approved by the executive director.
16. Students are responsible for the return of college materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials. The school is not responsible for kits or kit components. Kits left after 30 days will be discarded.
17. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a client. All appointments must be made by the receptionist and no changes are to be made by students.
18. The school will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.

19. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly tracking forms will be audited by administrative personnel. All work must be checked by an instructor or credit will not be given. Records must be neat and clear and submitted as required.
20. All students will be expected to maintain an average of 75% in theory and in all practical subjects. At the discretion of the faculty member, all assignments, tests and homework due to absences may be made up. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.
21. Parking for daytime students will be in the rear perimeter area of the school. Evening students and overflow requirements will be designated.
22. Students must comply with all school policies as well as all State, Federal, and Accrediting agencies rules and regulations. Notify the office immediately of any address or telephone change.
23. Absence of three (3) days or more without notification to the school may be considered cause for suspension. Any student absent more than twenty one days without notifying the school will be terminated from the program.
24. Cell phones must be on vibrate or silent mode while in school.
25. The school does not tolerate the use of drugs or alcohol at any time. Students that are clearly under the influence will not be admitted to class and suspension will result.
26. Weapons are not permitted on school grounds at any time.

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

BOARD OF BARBERING AND COSMETOLOGY
P.O. BOX 944226
Sacramento, CA 94244-2260

TELEPHONE (916) 575-7100
Website: www.barbercosmo.ca.gov

ATHENA
COLLEGE OF BEAUTY

I, _____, acknowledge receipt of the Athena College of Beauty
(Print Name)

catalog prior to signing my enrollment agreement.

Signature:_____ Date: _____