

**THANH LE COLLEGE
SCHOOL OF COSMETOLOGY**

12875 CHAPMAN AVE ♦ GARDEN GROVE ♦ CA ♦ 92840 ♦ T: 714-740-2755
COSMO12875@YAHOO.COM ♦ WWW.THANHLECOLLEGE.COM

***SCHOOL
CATALOG***

January 1, 2011 thru December 31, 2011

Table of Contents

Approval Disclosure Statement	3
Administrative Business Hours	4
Admission Policy	4
Attendance Policies	5
Calendar & Holidays	5
Class Schedules	5
Credit for Class & Practical Hours	6
Disclosure & Retention of Student Records	6
Grievance Procedure	6
Leave of Absence	7
Satisfactory Academic Progress	8
Scholarships	8
Tuition & Fees	9
Cosmetology Program	12
Cosmetician Program	13
Cosmetology Instructor Trainee Program	14
Manicuring Program	16
Student Tuition Recovery Fund	18
Refund Policy	19
Financial Aid Information	20
R2T4 Policy	22
Withdrawals	22
Staff Information	27
Organizational Chart	27

Approval Disclosure Statement

Thanh Le College is approved by the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94915. Approval by the Bureau means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be re-approved every three years and is subject to continued review. *Cosmetology, Manicuring, Cosmetician and Cosmetology Instructor Training programs are currently approved by BPPE**.

**Thanh Le College is currently in the process of their re-approval period.*

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

The State of California’s Department of Consumer Affairs – **Board of Barbering and Cosmetology** is responsible for protecting and educating consumers who seek barbering and cosmetology. The **BBC** also regulates the individuals who provide these services and the salons in which the services are performed. Upon passing the Board’s Barbering and Cosmetology Examination for Licensure, graduates of Thanh Le College will be issued their licenses and become privileged to work in their field in the State of California. If you have further questions or concerns, BBC may be contacted at:

BBC
PO Box 9442264, Sacramento, CA 94244-2260
(800) 952-5210

Thanh Le College takes great pride in offering courses that have been accredited by **NACCAS**, the **National Accrediting Commission of Career Arts and Sciences**. NACCAS is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences. These courses currently include *Cosmetology, Manicuring, Cosmetician and Cosmetology Instructor Training*. If you have further questions or concerns, NACCAS may be contacted at:

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

Thanh Le College is also recognized by the **United States Department of Education (USDE)** as an eligible institution to participate in the Federal PELL Grant Program and the Federal Supplemental Education Opportunity Grant program.

Course name	CIP	Credits	Instr. Weeks	Award
Cosmetology*	12.0401	1600 hrs	54-80 weeks	Certificate
Cosmetician*	12.0408	600 hrs	20-30 weeks	Certificate
Cosmetology Instructor Training*	12.0413	600 hrs	20-30 weeks	Certificate
Manicuring	12.0410	400 hrs	14-20 weeks	Certificate

**This course is eligible to participate in the USDE Title IV programs*

Mission and Educational Objectives

Thanh Le College is determined to always offer a strong curriculum in the field of cosmetology and to maintain that curriculum with the most modern techniques and the freshest styles. We at Thanh Le College feel that education is of pinnacle importance. Our faculty and staff are selected based on their abilities as well as their desires to help the students to achieve their educational goals. The administrators and instructors are encouraged to work closely with the students and attempt to tailor the educational experience to the individuals' needs. The College strives to ensure that each and every course that it offers is structured such that its graduates will have gained the necessary skills and knowledge to be competent, confident and professional as they embark onto their new careers.

Administrative Business & School Hours

The school administrative offices are open for business Tuesday through Friday 9:00 am to 4:00 pm and Saturday 9:00 am to 2:00 pm. For issues related to admissions, academics, financial aid, and job placement, feel free to visit our office during these business hours or to make an appointment, please call (714) 740-2755.

Admissions Policies:

Note: *Thanh Le College does NOT actively recruit students from other institutions.* The school will admit an applicant who into a course leading to State Licensure when one of the following set of criteria has been satisfied:

Financial Aid Students cosmetology & cosmetician &	Non-Financial Aid Students cosmetology, cosmetician, cosmetology instructor training & manicuring	Financial Aid Students cosmetology instructor students
1. must be 18 years of age or older	1. must be 18 years of age or older	1. must possess a current Cosmetology License
2. provide valid identification	2. provide valid identification	2. provide valid identification
3. provide a social security card	3. provide a social security card	3. provide a social security card
4. provide legal residency	4. provide legal residency	4. provide legal residency
5. provide a copy of High School Diploma, GED or its equivalent	5. certify minimum of 10th grade education	5. provide a copy of High School Diploma, GED, or its equivalent
6. pass the school's admission test with a score of 70% or higher and/or	6. pass the school's admission test with a score of 70% or higher and	6. pass the admission test with a score of 70% or higher and/or

Currently Thanh Le College uses the Milady Cosmetology Aptitude Test to determine an applicant's ability to be trained in the courses being offered. The test is administered by our college and the admissions personnel will aid applicants in arranging to take the test. This test is only given to applicants who possess a U.S high School Diploma or its equivalent.

Applicants without a valid United States Social Security Number, but meet all other requirements, will be permitted to enroll. All applicants will be required to certify that they understand the following:

- ✓ The state of California, and most other states, require that applicants have a valid U.S. Social Security Number prior to enrolling in a course of study in any of the cosmetology fields;
- ✓ By law, you will not be eligible to apply to take any of the state's examinations for licensure in any of the cosmetology fields;
- ✓ Therefore, the education that you will receive will be for your personal benefit only and may not be represented as meeting the eligibility requirements for state licensure;
- ✓ You will NOT be eligible for Federal Student Aid;
- ✓ If, at any time following enrollment in a course of study, you do obtain a U.S. Social Security Number and desire to pursue state licensure in a cosmetology field, you will need to re-enroll using your newly-obtained Social Security Number

“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.”

It is the institutional policy that prior to enrollment (signing an enrollment agreement) the institution provides and encourages prospective students to review the institutional catalog, the Institutional Performance Fact Sheet and other disclosures posted at the institution’s website at www.thanhlecollege.com. These documents will assist the student to make a more educated selection of the programs of study offered by this institution. The institutional catalog and disclosures are updated annually, the dates covered by the documents are stated on the cover page.

Notice of Student Rights

1. You may cancel your contract for school, without any penalty or obligation, on or before, the tenth business day following your first class session as described in the Notice of Cancellation form that will be given to you on the first day of class.
 - a. Please Read the Notice of Cancellation Form for an explanation of your cancellation rights and responsibilities.
 - b. If you have lost your Notice of Cancellation Form, ask one of the school’s faculty members for a sample copy.
2. Once the cancellation period has passed, you still have a right to discontinue your education at the school at any time and you have the right to receive a refund for the portion of the course that has been paid for but not yet taken. Your refund rights are described in the contract. If you have lost your copy of the contract, ask one of the school’s faculty members for a description of the refund policy.
3. If the school closes (goes out of business) prior to your graduation, you may be entitled to a refund.
4. Persons seeking to resolve problems or present complaints should first contact the supervising instructor.
5. Requests for further action may be made to the Institution’s Director. If you have any complaints, questions, or problems, which you cannot resolve with the school, write or call:

“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 web site www.bppe.ca.gov.”

Attendance Policies

Full-time students shall be scheduled to attend classes a minimum of 30 clock-hours per week. Part-time enrollees shall be scheduled for a minimum of 20 clock-hours per week. Excessive absences will be reviewed with individual students as needed.

Student who has been absent for 10 consecutive days shall be dropped from the college. If a student is absent for 7 consecutive class days without notification, the school will attempt to contact the student in order to determine the student’s anticipated date of return.

Dismissal Policies

Student who has been absent for 10 consecutive days will be dismissed from the college. Failure to return from an approved Leave of absence is also ground for dismissal. Other infractions ground for dismissal are possession of drugs, weapons, and theft.

Class Schedules:

Classes are held Tuesday through Friday, from 9:00 a.m. until 4:00 p.m. and Saturdays, from 9:00 a.m. until 2:00 p.m. Theory classes will be taught Tuesday through Friday, from 9:00 a.m. to 3:00 p.m. As students’ schedules may dictate, additional sessions may be arranged. New classes will begin each Tuesday, or the first available business day of the week. The College is closed Sundays and Mondays.

Calendar & Holidays: The College will be closed in honor of the following holidays: New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. Additional closure dates due to “Special” holidays or other reasons may be declared and will be disclosed two weeks in advance. Students that wish to observe other religious holidays are respected and will be excused.

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

Constitution Day September 17th : Constitution Day is observed each year on September 17 to commemorate the signing of the Constitution on September 17, 1787. It is also known as Citizenship Day, which “recognize all who, by coming of age or by naturalization, have become citizens.”

Course Incomplete: Course incompleteness, repetitions and non-credit remedial courses are not applicable to this institution’s courses of instruction.

Credit for Class & Practice Hours: Students are required to record their attendance by maintaining proper time cards. Students will “Clock IN” when they arrive at school, Clock “IN and OUT” when taking their lunch break and “Clock OUT” when leaving for the day. California limits students to a maximum of 8 hours total credit per day. Students will be allowed up to seven (7) minutes to Clock-IN and receive credit for the full quarter (1/4) hour. Otherwise, the students Clock-IN time will be advanced to the next ¼ hour. Students will receive credit after an instructor has graded each operation or project. The operations earned are recorded on the student’s time card. The student and an instructor must initial the time card daily. At the end of the week, a new time card is prepared from the prior week’s card. Student hours and operations, once properly earned by the student, will not be deducted from the student records for any reason.

Disclosure and Retention of Student Records (FERPA)

Adult students, parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in the institution’s student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student’s file. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that are maintained by the institution. Thanh Le College will keep these records for three (5) years from the last day of attendance. After this period, all records are destroyed. The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commission or governmental agencies so authorized by law.

Drug Abuse Prevention Program: The College strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with (TLC) who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

CRISIS HOT LINE		(714) 834-6900
THE ROQUE CENTER	9842 w 13TH STREET, GARDEN GROVE	(714) 839-0607
MARIPOSA WOMEN’S CENTER	812 TOWN & COUNTRY, ORANGE	(741) 547-4810

Facilities: Thanh Le College occupies a spacious 5000 square-foot facility located at 12875 Chapman Ave, Garden Grove, California. The school is designed to emulate salon conditions while allowing areas for study and discussion. We have one facial room, one theory classroom, and a spacious clinic floor consisting of 60 hair stations, 12 shampoo bowls, 12 hairdryers and 20 manicuring tables.

Access and assistance are available to those that employ the use of a mobility aid.

Financial Aid Students: For all students receiving Title IV Financial Aid, their cumulative attendance grade must be maintained at 67% or more of the Scheduled Attendance (as stated on the Contract). This will ensure that the student will complete the course of study within 150% of the period stated in the enrollment agreement (as required by the U.S Department of Education) and continue to receive financial aid. If a student is absent for 7 consecutive class days without notification, the school will attempt to contact the student in order to determine the student’s anticipated date of return. After a student has been absent for 10 consecutive days, the student will become ineligible for Financial Aid and shall be dropped from Title IV Assistance, the student shall be responsible for all remaining charges.

Grievance Procedure:

In the event that a student has a grievance that cannot be resolved to his/her satisfaction with the student's immediate instructor, the student is to take their grievance to the Institution's Director. It is preferred that grievances be presented in writing but the college will accept verbal complaints. However, if after discussing the matter with the school's Director, the issue remains unresolved, students may present their grievance to Thanh Le, Owner. The school will provide a written response to all grievances within 10 business days. For further action (if the matter cannot be resolved at the institution), please contact BPPE.

"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 web site www.bppe.ca.gov."

Housing: Thanh Le College does not offer any student housing. If you need assistance in finding housing, please contact the school administrator. We will be able to provide referrals to possible housing websites or resources, but Thanh Le College does not take responsibility for any housing placement.

Health and Physical Considerations

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

Job Placement: Thanh Le College does not guarantee job placement to any student. However, job placement assistance is provided to graduates at no additional charge. Upon graduation, each student's name is recorded in a placement register for follow-up. Informal guidance is available for interviews and interview skills.

Leave Of Absence: Occasionally, students may require extended absences for personal, medical or other reasons. The institution may allow a student, under such circumstances, to take a Leave of Absence (LOA) from the program. The LOA must be requested in writing by the student and must be approved by the school. Leaves of Absence may be granted for up to 180 days in any 12-month period as allowed by Federal regulations.

Students returning from an Authorized LOA will retain all credits for clock hours and work projects completed prior to the Leave, and will be returned to the academic progress status they held prior to taking Leave. Additionally, the student's Expected Graduation Date shall be adjusted to compensate for the length of the Leave of Absence.

NOTE: Any student who fails to return from an LOA on time will become ineligible for Financial Aid and shall be dropped from Title IV Assistance. The student shall be responsible for all remaining charges.

Library: The Library is located in the admissions office and shall be kept locked at all time to prevent theft. Students may request access to the materials at any time during the day. The Library is made up of a selection of books, videotape, and CDs pertaining to all courses taught at the college.

The books and videos maintained in the Library are considered to be resources materials an intended to complement the Students' standard texts. Additionally, trade magazines are subscribed to by the school and kept on hand in the library for students and faculty to check out and review at their leisure.

Long Distance Education: Thanh Le College does not offer long distance learning.

Non-Discrimination: Thanh le College does not discriminate on the basis of sex, race, color, ethnic origin, age or religion in the Education programs, admission, instruction, graduation policies and other activities which it operates and is prohibited in such manner by law.

Orientation: An orientation will be conducted on or prior to a student's first day of class. The student will be given a basic overview of the course. The instructor will also discuss the school's policies, rules and regulations; any of the necessary forms that have not been completed may be reviewed and completed at this time. Students are encouraged to visit the school for at least 2 days, prior to enrolling, to observe and "get a taste" of Cosmetology. This is a career move and should be carefully weighed prior to enrolling.

Previous Credits: Thanh Le College will grant appropriate credit for prior training upon review and verification of its validity under the Cosmetology Act and the Board of Barbering and Cosmetology Rules and Regulations. Occasionally, a student's acceptance into Thanh Le College will depend entirely upon the Credit Evaluation conducted by the student's previous Institution. It will be the student's responsibility to obtain the credits (Copy of Credit Evaluation) for their previous work.

Policies regarding the acceptance of credits earned at other institutions

Program	licensed	Hours earned	Credit hours to cosmetology	Credit hours to cosmetician	Credit hours to manicuring
Cosmetology	Yes	1600	NA	0	0
Cosmetician	Yes	600	480 hrs	NA	NA
Manicuring	Yes	400	280 hrs	NA	NA
Cosmetology Instructor Training	Na	600	0	0	0
Cosmetology	No	Based on transcript	YES	NO	NO
Cosmetician	No	Based on transcript	NO	YES	NO
Manicuring	No	Based on transcript	NO	NO	NO
Cosmetology Instructor Training	Na	Based on transcript	NO	NO	NO

Thanh Le College does not accept credits earned at other institutions through challenge examinations or achievement tests.

Placement: Thanh Le College does not guarantee placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Results from the State Bureau (if applicable) license examination are recorded as passed or failed. Students that failed the exam are encouraged to return to (TLC) for assistance and guidance for subsequent attempts to pass the exam. Placement assistance is providing by reviewing the listings of prospective employers seeking employees, their job requirements, salary, and other pertinent information. Students are referred to interviews and the results of these interviews are recorded in the placement register. The school may show prospective students this register upon request.

Scholarships: Our College does not have an institutional scholarship program. However, Thanh Le College does participate in Federal Aid programs and Financial Aid is available to those who qualify. For information on these programs, please refer to the Financial Aid section of this catalog.

Transferability of credits earned at our institution: The transferability of credits you earn at Thanh Le College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the 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 Thanh Le College to determine if your certificate will transfer. Thanh Le College does not have any agreement with any colleges.

Satisfactory Academic Progress (SAP)

This institution expects all students to maintain Satisfactory Academic Progress (SAP) as established by the institution under the guidelines of the National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS) and the U.S. Department of Education. Only students who maintain Satisfactory Progress are eligible to receive Title IV Financial Aid. SAP consists of three assessments: attendance, theory and practical.

Evaluation Periods: Each student must be evaluated for SAP by (1) the midpoint of the academic year or (2) the midpoint of the program, whichever is shorter. At Thanh Le College, evaluations shall be given when the student is scheduled to have completed 25%, 50%, 75%, 100% of the course (as measured in clock hours); evaluations at 125% and 150% will apply only to those cases when the student has not completed the program by the expected date. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a minimum attendance grade of 67% and a minimum academic average (calculated from the areas listed below) of 70% (C) to maintain satisfactory academic status.

- (1)**Attendance** – Total hours earned at each increments or midpoint of the program. The attendance grade must be no lower than 67% (D+).
- (2)**Theory Exams** – Tests will be administered to evaluate each student’s knowledge of their chosen fields. The average of the test scores must be no lower than 70% (C).
- (3)**Practical & Clinical Operations** – Every practical and clinical operation will be graded by the instructors based on a set of pre-determined criteria. The average of these grades will become the student’s Practical Grade and must be no lower than 70% (C).

Maximum time frame of course completion: Students are required to complete the course within one and one half (1 ½) times or 150% the course length. Course length is defined as that period of time required to complete the course based on the enrollment status. For example, if a course is scheduled to take 80 weeks to complete, it must be completed within 120 weeks. An approved leave of absence will extend the time period by the same number of days of approved absence.

To complete the course in time, students must maintain a monthly attendance record of 67%. (i.e., must attend for at least 67% of the time contracted for in the enrollment agreement.). For example: a part time student enrolled for 20 hrs a week must attend at least 13.4 hrs per week on average. This will allow for completion for the course within the time period stated in the preceding paragraph.

Grading System: Students shall receive grades for their theory, practical and clinical work. Points and Letter Grades shall be converted to percentages based on the scales below.

Practical Operation Grade	Percentage	Points	Theory Grade	Percentage
A	100-90%	10-9	A	100-90%
B	89-80%	8	B	89-80%
C	79-70%	7	C	79-70%
D	69-60%	6	D	69-60%

Students fulfilling three criteria for SAP (as stated above) at any evaluation point will be considered to be making Satisfactory Academic Progress until the next scheduled evaluation.

Progress Evaluations: A written evaluation of the progress of each student is prepared at the following intervals:

Subject	Freshman Exam	1 st SAP	2 nd SAP	3 RD SAP	4 th SAP
Cosmetology	200hrs	450hrs	900hrs	1250hrs	1600hrs
Cosmetician	80hrs	300hrs	600hrs	NA	NA
Cosmetology Instructor Training	80hrs	300hrs	600hrs	NA	NA
Manicuring	50hrs	200hrs	400hrs	NA	NA

Make-up Work: Failed or missed examinations may be made up within the course period by any student. The opportunity to take makeup examinations may be requested by the student at any time. Make-up Examinations will also be scheduled by the school at least once per month. Grades received on make-up examinations will be averaged with other examinations to obtain the above grade.

Probation Periods: Students who fail to achieve SAP on an evaluation will be placed on Probationary Status for a period of 30 days; after which the student will be re-evaluated. Students will be considered to be making Satisfactory Progress during the probation period and shall remain eligible to receive aid. If the student has achieved SAP at the end of the probation period, they will be removed from Probation and returned to Satisfactory status. Otherwise, the probation will be renewed for up to two additional 30-day probation periods. Students who fail to achieve SAP by the conclusion of the 4th probation period will be deemed not to be making satisfactory progress and will lose any remaining eligibility for student financial aid. At this time, the student will become ineligible for Financial Aid, shall be dropped from Title IV Assistance and the student shall be responsible for all remaining charges. If the student is allowed to continue in school, aid eligibility will be reinstated only after the student has achieved SAP. Eligibility for Aid is limited to the period under evaluation. Prior periods in which the student was determined ineligible for aid will not be considered.

Appeal Procedures: Any student who wishes to appeal his or her non-satisfactory progress status must submit a written request to the Director of the institution. The request is to be presented within 15 days of the determination of the student’s status and must

describe any circumstances that the student believes deserve special consideration. The Director shall evaluate the appeal within 5 business days and notify the student in writing of his or her decision. Should the student's appeal be denied, he or she may request to appear before a committee formed by representatives from the school's administration, faculty and students to present his or her case. The committee shall be named from three current staff members and two current students. The committee shall provide written notice of its decision to the student within 3 business days. The decision of the committee shall be final.

Reinstatement: A student that prevails upon the appeal process will regain Satisfactory Progress Status and, if necessary, eligibility for Financial Aid shall be reinstated.

Re-Entry Policy: All students who withdraw in good standing may re-enter into the course of study without losing credit for hours and operations earned during their prior enrollment. If the student transferred to another institution before returning to Thanh Le College, those hours and operations earned at that institution would also be credited to the student at the time of re-enrollment. Each re-entry is treated on an individual basis. Thanh Le College reserves the right (with just cause) to reject a student's re-entry.

Tuition and Fees Policies

Institutional charges for the entire tuition, registration fee, books and supplies may be assessed and posted in the students tuition account within the first payment period. Please refer to "Payment Period" definition.

Schedule of Tuition and Fees:

	Duration/ Weeks	Tuition/ Hour	Non-refundable, Due at Time of Enrollment		Refundable, Paid Proportionally at SAP Periods	Grand Total
			Registration*	Books & Supplies**	Total Tuition	
Cosmetology	54-80	\$7	\$75.00	\$425.00	\$11200.00	\$11,700.00
Cosmetician	20-30	\$7	\$75.00	\$0.00	\$4200.00	\$4,275.00
Cosmetology Instructor Training	20-30	\$7	\$75.00	\$425.00	\$4200.00	\$4,275.00
Manicuring	14-20	\$.8125	\$75.00	\$275.00	\$400.00	\$700.00

* If a student decides to drop from a course within 10 business days of enrollment, the registration fee will be refunded.

** If a student decides to drop from a course within 10 business days of enrollment AND the supplies have not been opened (for sanitary reasons) and the books are salable, the cost of Books and supplies will be refunded.

Approved Text and Reference Books:

Milady's Standard Textbook of Cosmetology, 2008 ISBN: 978-1-4180-4935-5

Milady's Standard Fundamentals for Estheticians, 9th Edition, 2009 ISBN: 978-1-56253-836-1

Milady's Standard Nail Technology, 5th Edition, 2007 ISBN: 978-1-4283-4124-1

Cosmetology: (1,600 Clock Hours)

The course of study for Cosmetology consists of 1600 clock hours and explores all facets of cosmetology, skin care, manicure and pedicure as mandated by the California Bureau of Barbering and Cosmetology and pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to teach students the information and skills needed for a career in the Beauty field and to prepare students to pass the Bureau of Barbering and Cosmetology licensing examination. Passing the exam is the final pre-requisite to obtaining the Cosmetology License required to work as a cosmetologist in the state of California.

Educational Goals:

Performance Objectives

1. Acquire knowledge of laws and rules regulating California's cosmetology establishment practices.
2. Acquire the knowledge of sanitation and sterilization as related to all functions of hair, skin, and nails.
3. Acquire the knowledge of subjects relative to cosmetology including anatomy, physiology, chemistry and the theory

relative to the practical procedures to be performed.

Skills to Be Developed

1. The proper use of implements relative to all cosmetology services.
2. The ability to properly analyze the scalp, face and hands to identify any disorders prior to performing services.
3. The procedures and terminology used in performing all cosmetology services.
4. The application of daytime and evening make-up, including the application of false strip eyelashes.
5. The proper procedure of manicuring to include water and oil manicure and pedicure.
6. The application of brushed-on nails, nail wraps, and nail tips.

Attitudes and Appreciations to Be Developed

1. Learn to appreciate good workmanship common to cosmetology.
2. Develop a positive attitude toward the public and your fellow workers.
3. Learn and Appreciate honesty and integrity.
4. Learn to act professionally, especially when dealing with patrons and colleagues.

Course Content: The curriculum for cosmetology consists of 1600 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act.

Technical Instruction shall be defined as instruction by demonstration, lecture, classroom participation, or examination. A Practical Operation shall be defined as the performance of a complete service, by the student, on another person or a mannequin.

Such technical instruction and practical operations shall include:

Subject:	Minimum Hours of Technical Instruction	Minimum Practical Operations
1. The Barbering and Cosmetology Act and the Department's Rules & Regulations;	20	
2. Cosmetology Chemistry: (shall include the chemical composition and the purpose of cosmetic, nail, hair and skin care preparations. It 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 chemical and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries health and safety laws and agencies, ergonomics and communicable diseases);	45	
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);	20	
5. Disaffection and sanitation. (It 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. Disaffection should be emphasized throughout the entire training period and must be performed before the use of all instruments and equipment);	20	20
6. Bacteriology, anatomy, and physiology;	15	
7. Wet Hair Styling: (shall include hair analysis, shampooing, finger-waving, pin curling, and comb-outs);	30	200
8. Thermal Hair Styling: (shall include hair analysis, straightening waving, curling with hot combs and hot-curling irons, and blower styling).	20	
A. Thermal styling		40
B. Press and curl		40
9. Permanent Waving: (shall include hair analysis, chemical and heat permanent waving);	20	80
10. Chemical Straightening: (shall include hair analysis, and the use of sodium hydroxide and other base solutions);	20	40
11. Haircutting: (shall include hair analysis, and the use of the razor, scissors electric clippers, and thinning shears.	20	80
12. Hair coloring and bleaching: (It 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).	60	
A. Hair coloring;		50
B. Bleaching;		40
13. Scalp and Hair Treatments: (shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments);	15	20

Subject:	Minimum Hours of Technical Instruction	Minimum Practical Operations
14. Facials:		
A. Manual: (shall include cleansing, scientific manipulations, packs, and masks);	5	10
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 contracting, the muscles of the body or face;	10	15
C. Chemicals: (shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operation must be performed in accordance with Section 992 regarding skin peeling);	20	15
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	15
16. Make-up: (shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes);	15	15
17. Manicuring and Pedituring:		
A. Water and Oil Manicure, including nail analysis, and hand and arm massage;	5	15
B. Complete Pedicure, including nail analysis, and foot and ankle massage;	5	10
C. Artificial Nails;	10	
i. Acrylic Liquid and Powder Brush-on	10	50 nails
ii. Artificial Nail Tips	5	50 nails
iii. Nail Wraps and Repairs		20 nails
18. Additional Training – (this training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, client service, seeking employment, preparing a resume, payroll deductions modeling, reception desk, care and styling of wigs and other matters related to the cosmetology field. It may also include not more than sixteen (16) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record). No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, toilets or windows;	10	

Graduation Requirements: When a student has completed the 1600 hours, the required theory hours and practical operations in Cosmetology with a Cumulative Grade Point Average of 70% (C) or better, and the student has paid in full all tuition and fees (or made arrangements with the college to do so), they will be awarded a certificate of graduation from Thanh Le College's Cosmetology Program. The school will assist the student in completing the necessary documentation to file for the Board of Barbering and Cosmetology Licensing Examination.

Licensing Requirements: Applicants must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course, as described above, and passed the Board of Barbering and Cosmetology Licensing Examination with an overall grade of 75%.

Cosmetician: (600 Clock Hours)

The course of study for Cosmetician consists of 600 clock hours covering all aspects of skin care as mandated by the California Bureau of Barbering and Cosmetology and pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to teach students the information and skills needed for a career in the Beauty field and to prepare students to pass the Bureau of Barbering and Cosmetology licensing examination. Passing the exam is the final pre-requisite to obtaining the Cosmetology License required to work as a Cosmetician in the state of California.

Educational Goals:**Performance Objectives**

1. Acquire knowledge of laws and rules regulating California's cosmetology establishment practices.
2. Acquire the knowledge of sanitation and sterilization as related to all functions of Cosmetician.
3. Acquire the knowledge of subjects relative to Cosmetician including anatomy, physiology, chemistry and the theory relative to the practical procedures to be performed.

Skills to Be Developed

1. The proper use of implements relative to all Cosmetician services.
2. The ability to properly analyze the skin to identify any conditions or disorders prior to performing services.
3. Develop the knowledge to confidently select and administer products based on individual customer needs.
4. Develop the knowledge and confidence to safely perform all operations authorized for and Cosmetician.

Attitudes and Appreciations to be Developed

1. Learn to appreciate good workmanship common to practicing Cosmeticians.
2. Develop a positive attitude toward the public and your fellow workers.
3. Learn and Appreciate honesty and integrity.
4. Learn to act professionally, especially when dealing with patrons and colleagues.

Course Content: The curriculum for the Cosmetician course consists of 600 clock hours of technical instruction and practical operations covering all practices of a Cosmetician pursuant to section 7316 of the Barbering and Cosmetology Act.

Technical Instruction shall be defined as instruction by demonstration, lecture, classroom participation, or examination. A Practical Operation shall be defined as the performance of a complete service, by the student, on another person or a mannequin.

Such technical instruction and practical operations shall include:

Subject	Minimum Hours Instruction	Minimum Practical Operation
1. The Cosmetology Act and the Board's Rules and Regulations	10	
2. Chemistry pertaining to practices of a Cosmetician and purpose of cosmetic and skin care preparation. (Shall also include the elementary chemical matter of makeup, physical and chemical changes of matter.)	20	
3. Health & Safety / Hazardous Substance	40	
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 & Sanitation	10	20
6. Bacteriology, anatomy, physiology,	15	

Subject	Minimum Hours Instruction	Minimum Practical Operation
7. Facials		
A. Manual (Shall include skin analysis, cleansing, scientific manipulations, packs and masks.)	20	40
B. Electrical & chemical (Shall include the use of all-electrical modalities and electrical apparatus, including dermal lights for facials and skin purposes.)	50	100
8. Eyebrow Arching / Tweezers	5	10
9. Depilatories	20	40
10. Makeup	20	40
11. Corrective Makeup / App. False Eyelashes	20	40
12. Additional Training - May include professional ethics, personal hygiene, good grooming, salesmanship, normal cleanup duties, required keeping of student daily records, modeling, desk and reception. May also include not more than 8 hours credit for field trips. Such field trips shall be under the direct supervision of a licensed cosmetology instructor. Date, time and description of field trip shall be recorded on student's daily record.	15	

Graduation Requirements: When a student has completed the 600 hours, the required theory hours and practical operations in the Cosmetician Course with a Cumulative Grade Point Average of 70% (C) or better, and the student has paid, in full, all tuition and fees (or made arrangements with the college to do so), they will be awarded certificate of graduation from Thanh Le College's Cosmetician Program. The school will assist the students in completing the necessary documentation to file for the Board of Barbering and Cosmetology Licensing Examination.

Licensing Requirements: Applicants must be 17 years of age or older and have completed the 10th grade. A Cosmetician license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetician course, as described above, and passed the Board of Barbering and Cosmetology Licensing Examination with an overall grade of 75%.

Cosmetology Instructor Trainee: (600 Clock Hours)

The Cosmetology instructor course consists of 600 clock hours covering all aspects of teaching the art of Cosmetology, as mandated by the California Bureau of Barbering and Cosmetology and pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to teach students the information and skills needed for a career as an instructor in the Cosmetology Industry and to prepare students to pass the Bureau of Barbering and Cosmetology licensing examination. Passing the exam is the final pre-requisite to obtaining the Cosmetology License required to teach Cosmetology in the state of California.

Educational Goals:

Some of the Performance Objectives

1. Develop the ability to teach related information, manipulative operations and techniques.
2. Develop the ability to use various teaching aids, such as instruction sheets, visual aids and tests to provide information about the subjects being taught.
3. Develop the ability to determine the best applications of specific teaching techniques used by the vocational teacher in the working area and in the classroom.

Some of the Skills to Be Developed

1. Develop, through occupational experiences, personal characteristics that will upgrade the cosmetology profession by producing quality students.
2. Develop lesson plans, outlines, procedures and tests that will insure student comprehension and instill the desire to learn in even the most difficult student.
3. Development of course content reflecting a comprehensive, correlated unit of study.
4. Development of instructional materials that will facilitate quick and easy set-up and preparation of a class.
5. Development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

Attitudes and Appreciations to be Developed

1. Learn to appreciate the necessity for constant effort toward the achievement of professional competency as a teacher.
2. Realize the importance of developing personal characteristics that contribute to success in teaching.

Course Content: The curriculum for the Cosmetology instructor course consists of 600 clock hours of technical instruction and practical operations covering all practices of a Manicurist pursuant to section 7316 of the Barbering and Cosmetology Act.

Technical Instruction shall be defined as instruction by demonstration, lecture, classroom participation, or examination. A Practical Operation shall be defined as the actual performance, by the instructor trainee, of teaching techniques and principles.

Such technical instruction and practical operations shall include:

Subject:	Minimum Hours of Technical Instruction	Minimum Practical Operations
1. The Barbering and Cosmetology Act and the Department's Rules and Regulations	10	
2. Preparatory instruction:		
A. Instructional techniques, method of instruction, lecture, demonstration, performance, communication skills, instructional aids, and use of questions to promote learning.	40	
B. Organization Technique, four (4) step teaching method, performance objectives and learning domains, etc.	30	50
C. Lesson planning, subject, title, outlines, development and visual aids etc.		
D. Techniques of evaluation, purpose of test, types of test, test administration, scoring and grading, etc.	60	50
	10	
3. Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations: (shall be conducted under the supervision of a licensed instructor	140	
4. Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory. A student enrolled in the 600 hour instructor training course may not engaged in the school in a complete service connected with any practice or combination of practices of cosmetology upon a patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.	100	

Graduation Requirements: When a student has completed the 600 hours, the required theory hours and practical operations in the Cosmetology instructor Course with a Cumulative Grade Point Average of 70% (C) or better, and the student has paid, in full, all

tuition and fees, they will be awarded a diploma certifying their graduation from Avalon Beauty College's Cosmetology instructor Program. The school will assist the students in completing the necessary documentation to file for the Bureau of Barbering and Cosmetology Licensing Examination.

Licensing Requirements: Applicants must have a U.S. High School Diploma, or its equivalent, and hold a current, valid California Cosmetology license. Also, the student must provide a signed affidavit from their employer attesting to the student's level of experience. A Cosmetology instructor's license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology instructor Course, as described above, and passed the Bureau of Barbering and Cosmetology Licensing Examination with an overall grade of 75%.

Manicuring: (400 Clock Hours)

The Nail Care course consists of 400 clock hours covering all aspects of nail care, manicure and pedicure, as mandated by the California Bureau of Barbering and Cosmetology and pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to teach students the information and skills needed for a career in the Nail Care field and to prepare students to pass the Bureau of Barbering and Cosmetology licensing examination. Passing the exam is the final pre-requisite to obtaining the Cosmetology License required to work as a Manicurist in the state of California.

Educational Goals:

Performance Objectives

1. Acquire knowledge of laws and rules regulating California's cosmetology establishment practices.
2. Acquire the knowledge of sanitation and sterilization as related to all functions of Nail Care.
3. Acquire the knowledge of subjects relative to Nail Care including anatomy, physiology, chemistry and the theory relative to the practical procedures to be performed.

Skills to Be Developed

1. The proper use of implements relative to all Manicures, Pedicures and Artificial Nails.
2. A practical ability to perform Manicures, Pedicures and Artificial Nails.
3. Develop the knowledge and confidence to safely perform all operations authorized for a Manicurist.

Attitudes and Appreciations to be Developed

1. Learn to appreciate good workmanship common to practicing Cosmeticians.
2. Develop a positive attitude toward the public and your fellow workers.
3. Learn and Appreciate honesty and integrity.
4. Learn to act professionally, especially when dealing with patrons and colleagues.

Course Content: The curriculum for the Nail Care course consists of 400 clock hours of technical instruction and practical operations covering all practices of a Manicurist pursuant to section 7316 of the Barbering and Cosmetology Act.

Technical Instruction shall be defined as instruction by demonstration, lecture, classroom participation, or examination. A Practical Operation shall be defined as the performance of a complete service, by the student, on another person or a mannequin.

Such technical instruction and practical operations shall include:

Subject:	Minimum Hours of Technical Instruction	Minimum Practical Operations
-----------------	---	---

Subject:	Minimum Hours of Technical Instruction	Minimum Practical Operations
2. The Barbering and Cosmetology Act and the Department's Rules and Regulations.	10	
3. Cosmetology chemistry related to manicuring practices: (shall include the chemical composition and purpose of nail care preparations);	10	
4. Health and Safety/Hazardous Substances: (shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases including HIV/AIDS and Hepatitis B);	25	
5. Disinfections and sanitation: (shall include procedure 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 specific in Section 979 and 980. Disinfections should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment);	20	10
6. Bacteriology anatomy and physiology;	10	
7. Water and oil manicures: including hand and arm massage;	30	40
8. Complete pedicure: including foot and ankle massage.	30	20
9. Application of artificial nails		
A. Acrylic: Liquid and powder brush-ons	15	80
B. Nail tips	10	60
C. Nail wraps and repairs	5	40
10. Additional Training: (this training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, client service, seeking employment, preparing a resume, payroll deductions modeling, reception desk, and other matters related to the manicuring field. It may also include not more than eight (8) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record). No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, toilets or windows.	25	

Graduation Requirements: When a student has completed the 400 hours, the required theory hours and practical operations in the Nail Care Course with a Cumulative Grade Point Average of 70% (C) or better, and the student has paid, in full, all tuition and fees (or made arrangements with the college to do so), they will be awarded a certificate of graduation from Thanh Le College's Nail Care Program. The school will assist the students in completing the necessary documentation to file for the Board of Barbering and Cosmetology Licensing Examination.

Licensing Requirements: Applicants must be 17 years of age or older and have completed the 10th grade. A Manicurist license will be granted by the State of California only after the student has successfully completed and graduated from the Nail Care course, as described above, and passed the Board of Barbering and Cosmetology Licensing Examination with an overall grade of 75%.

Student Tuition Recovery Fund (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, 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 breach or anticipatory breach of the agreement for the course of instruction.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
5. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

The fund protects only California students. Institutional participation is mandatory. If you are not a resident of California, you are not eligible for protection to recover a claim from the Student Tuition Recovery Fund.

S.T.R.F. STATEMENT: You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition by cash.
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 fee if either of the following applies:

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

If you are not a resident of California, you are not eligible for protection under, and not eligible to file for a recovery from the California Student Tuition Recovery Fund.

It is important that enrollees keep a copy of the enrollment agreement, contract, or application to document enrollment, tuition receipts or canceled checks to document the total amount of tuition paid, and records which will document the percentage of the course which has been completed. Such information may substantiate a claim for reimbursement from the STRF, which must be filed within one year of the Bureau's service on the student of their rights under the STRF, or if no notice of rights are served to the student, within four years of the institution's closure. For further information or instructions contact:

**The Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
1 (888) 370-7589**

Extra Instruction Charges: Thanh Le College does not charge overtime tuition.

Method of Payment: Students are expected to contribute from their own family resources toward the cost of their education at Thanh Le College. Tuition and expenses may be paid in full at the time of enrollment but payment plans are also available from Thanh Le College. It is the school's policy to request that the student, whenever possible, make contributions toward their school charges by making weekly or monthly installments, in accordance with their individual financial situation.

Federal Student Financial Aid is available, to those that qualify, to cover educational expenses. Financial aid will be disbursed in the form of Pell Grants (no repayment required). All estimates of available funds from financial aid will be first used to cover institutional charges. If funds remain available, they will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The expenses of the entire educational experience need to be included in planning the student's ability to meet those expenses.

It is important that enrollees keep a copy of the enrollment agreement, contract, or application to document enrollment, tuition receipts or canceled checks to document the total amount of tuition paid, and records which will document the percentage of the course which has been completed.

Refund Policy:

Buyer's Right to Cancel:

All funds paid will be refunded if the student:

- A. Is rejected for enrollment,
- B. Cancels this contract within 10 business days of the date that the agreement was signed,
- C. Cancels this agreement later than 10 days after signing, but before the start of school.

Prior to midnight of the tenth business day after the first class you attended, you have the right to cancel the enrollment agreement for a course of instruction, including the return of any books, materials and supplies* or any other goods related to the instruction. A business day shall be defined as a day on which the student was scheduled to attend a class session.

Cancellation shall occur when you have given written notice of cancellation to Joanna Chiapparine, at the institution's address. This can be done by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, shall become effective on the postmark date stamped on the envelope.

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 copies of the Notice of Cancellation form for your use should you decide to cancel. However, you may use any form of written notice that you wish.

If the school has given you any returnable items, including books or other materials, you shall return them to the school within 30 days following the date of your Notice of Cancellation. If you fail to return any of the items given to you by the school within the 30-day period, and in good salable condition, the school may deduct its documented cost for the items from any refund that may be due to you. Once you have paid for the items, they will become yours to keep without further obligation.

***For sanitary reasons, beauty supplies and some equipment are not returnable items. Once you have received and accepted any items of this nature, the cost will be charged to your account.**

If you cancel the enrollment agreement, the school will refund all of the money that you paid, less any deductions for items received.

Withdrawal from course: (Withdrawal notification must be presented to the financial aid office)

NOTE: The financial aid office has been assigned as the only office authorized to receive notices of cancellations, withdrawals and transfers. All notifications must be presented in writing in order to be processed by the financial aid office. Other administrative offices or faculty must refer the student to the financial aid office for termination procedures.

You have the right to withdraw from a course of instruction at any time. If you choose to withdraw from the course of instruction after the period allowed for cancellation of the agreement (midnight of the tenth business day following the first class attended), the school will remit a refund, less applicable registration fees (not to exceed \$75.00) within 30 days of your withdrawal. You are obligated to pay only for educational services rendered and for un-returned 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. If you obtain equipment as specified in the agreement as a separate charge and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment. If you fail to return the equipment within the 30-day period, and in good salable condition (allowing for reasonable wear and tear), the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract.

If the amount that you have paid is more than the amount that you owe for the time that you attended, a refund will be made within 30 days from the determination date. If the amount that you owe is more than the amount that you have paid, then you must arrange to pay the balance.

HYPOTHETICAL REFUND EXAMPLE:

Assume that a student, upon enrollment in a 1,600-hour course, ***pays in full*** \$7,200.00 for tuition, \$75.00 for registration and \$300.00 for equipment as specified in the enrollment agreement. If the student withdraws after completing 600 hours without returning (due to sanitary reasons) the equipment he/she obtained, then the pro-rata refund to the student would be \$4,500.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in good condition and within 30 days following his/her withdrawal date, the school would also refund the charge for the returned equipment.

REFUND TABLE (Based on Actual Cost of Educational Service):

Total Paid	\$7,575 .00	Tuition Cost	\$7,200.00	Paid for instruction	\$7,200.00
Less Registration Fee (Not Refundable)	- 75.00	Hours in the course	1,600	Hours attended	600
Less cost of Un- returnable equipment	- 300.00	Hourly charge	4.50	Tuition owed 600 x \$4.50	\$2,700.00
Equals amount paid for instruction	\$7,200 .00			Refund due =	\$4,500.00

In determining the amount that the student owes for the period of time attended, the time elapsed includes the hours of training offered to the student but not attended by the student, from the first date of classes to the last date of recorded attendance. The student shall be deemed to have withdrawn from the course when any of the following occurs:

- a) The student notifies the financial aid office of their intentions to withdraw,
- b) The school terminates your enrollment,
- c) The student fails to attend classes for 10 consecutive days,
- d) The student fails to return from an approved leave of absence on the date that they had scheduled.

The remaining amount of the refund will first be made to the financial aid programs from which benefits were received, in accordance to the order of priority provided in federal regulations. If a course is canceled or 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 a nearby school.

Accrediting Commission Formula: When calculating refunds, this institution is required to follow the California State refund formula. By design, the calculations under the state refund policy will always produce results that are more favorable to the student than those produced by the calculations under the Accrediting Commission's refund policy. This institution will not follow the Accrediting Commission's refund policy formula.

Financial Aid Information:

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

If you wish to apply for financial aid, have questions or you need sections of the handbook clarified, please contact the financial aid office at the school. Additional information regarding the student aid programs available at Thanh Le College may be found in “The Student Guide” and the “Free Application for Federal Student Aid” published by the U.S. Department of Education. Additional information may also be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday, at 1- (800) 433-3243.

Consumer Information: Based on a combination of approvals, authorization and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending the college. A list of these programs includes: Federal PELL Grant (FPELL) and Federal Supplemental Education Opportunity Grant (FSEOG), neither of which requires repayment. **Thanh Le College does not offer student loans to prospective or current students.**

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

Cost of Attendance: This institution uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION** to estimate the total amount that it will cost for a student to go to school.

Elements included in the budget:	Tuition	Actual cost
	Registration Fee	Actual cost
	Books and supplies	Actual cost
Living cost allowance (monthly figures):	Student living with parents	Student Living off campus
	Room and board	\$4347.00
	Transportation	1071.00
	Personal & misc.	172.00
		\$908.00
		104.00
		254.00

(The cost of uniforms is included in the personal allowance)

U.S. Department Of Education Title IV Student Financial Aid Programs: Thanh Le College is approved for, and does participate in, the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

- Federal PELL Grant Program (FPELL)
- Federal Supplemental Educational Opportunity Grant Program (FSEOG)

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

Application for Aid, Procedures and Forms: Financial Aid applications for this institution consist of:

Free Application for Federal Student Aid (FAFSA) - Thanh Le College utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution. This application needs to be completed as instructed on the form.

Documentation to substantiate the data entered on the FAFSA may be required by the financial aid office. Forms, and assistance in completing them, are available at this school during regular school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student’s individual family circumstances.

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

Deadline: FAFSA applications must be received by June 30 in the year for which the application is intended. SAR or ISIR must be submitted to the financial aid office by August 29 of the award year from which aid is requested or your last day of enrollment for the prior school year, whichever comes first. A valid ISIR, after having been corrected as necessary, requires the signatures of student, spouse and/or parents.

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

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

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

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

For additional information on Federal Financial Aid programs, request "The Student Guide" published by USDE

Award Concept, Selection of Recipients and Packaging Criteria: This institution does not receive enough Campus-Based funds to satisfy all of the students' financial needs. Therefore, the school emphasizes the **SELF-HELP CONCEPT** of student financial assistance.

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

1. Family contributions
2. Other resources
3. Federal PELL Grant

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30). Due to the **limited** amount of funds available to the institution, it is impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows:

This institution has a continuing enrollment process in which students may start each Tuesday of each week, or Wednesday when Tuesday is an observed Holiday. To ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the preceding year. By using student enrollment, EFC and Pell Grant data, the college can estimate the expected number of new enrollments and calculate how to most evenly distribute the SEOG funds available.

The first recipients of SEOG funds will be selected from students classified as having "exceptional need". This institution defines students with "exceptional need" as those with the lowest expected family contribution (EFC); priority will be given to those students are eligible to receive Federal Pell Grants. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students that enrolled during the last quarter of the award year (March to June) with the lowest EFC but were deemed ineligible for the FPELL Grant Program.

All selections will be made from students whose files have been completed without pending issues regarding eligibility for Federal Aid. Incomplete files will not be considered due to a possible lack of documentation. Awards will be made throughout the award year, as long as funds are available.

R2T4 Policy:

If students 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 fund would be returned to the appropriate program by the school and/or the student. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received.

Post Withdrawal Disbursement:

If the calculation shows that the student received less aid than what she/he earned within the payment period, then the student would be notified by the institution of the amount of Grant funds used to cover institution charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses or the school will disburse any amount of a Post-withdrawal disbursement of grant funds that is not credited to the student's account no later than 45 days after the date of the school's determination that the student withdrew.

Withdrawal Date:

Last physical date of attendance recorded in the institution records. Return of Title IV Fund and Institutional Refund policy will use this date in their calculations.

Determination of Withdrawal Date:

The school must have a procedure in place to make a determination within 10 days of absences, if the student would be returning to school or not. This will be the date of the institution determination of withdrawal from school. The Institution will use the determination of the withdrawal date as the start of the 45 day period in which the institution must return unearned funds as calculated by the Return of Title IV.

Determination of Withdrawal from School:

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

The date the student notifies the Financial Aid Office at the school of his/her intent to withdrawal from school. Other staff members are not authorized to accept the student's notice of intent to withdraw and would be referred to the Financial Aid Office.

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

The date the student failed to attend classes for a two-week period and failed to inform the school that he/she is not withdrawing. In this case, the date of withdrawal shall be deemed to be the last date where physical attendance was recorded.

For California Schools: If a student is absent for two consecutive weeks and is not on an approved leave of absence, the student will be deemed a withdrawal even though he/she indicated that he/she was not withdrawing.

The student failed to return on scheduled from an approved leave of absence. In this case, the withdrawal date will be the last day attended prior to the start of the approved leave of absence and the institutional determination of withdrawal date will be the institution becomes aware that the student has ceased attendance or the scheduled date of return from the approved leave of absence.

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

Transfer Student

Any student who has attended a Post-secondary institution prior to enrolling at Thanh Le College is required to inform our financial aid office about the previous school(s) and the period(s) of attendance. This is especially important if the student's attendance at the prior institution occurred between July 1 and June 30th of the subsequent year. If financial aid was advanced from the prior institution, the aid available at this institution will be adjusted.

Verification Process for the 2011-2012 award year:

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

These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available, upon request, to all applicants for financial aid including prospective students. This procedure is part of the Admissions and Counseling process.

To follow the regulations and achieve consistency governing this process, the verification policies below apply to all applicants for Title IV programs.

Under the regulations, the school will not disburse FPELL until completion of verification process.

Who Must Be Verified: The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

Verification Exclusions: Applicants excluded from verification include:

- Applicants that die during the award year or before the deadline for completing the verification,
- Applicants that are incarcerated at the time that the verification is to be performed,
- Applicants who arrived in the U.S. during the previous two calendar years,

- For Dependent Students, the spouse or parent information is not required to be verified if the spouse or the parent is deceased, physically incapacitated or residing in a country other than the United States and cannot be contacted by normal means, or can not be located because the address is unknown and can not be obtained by the applicant.
- If the student completed the verification at another institution prior to transferring to this school; all of the following documents must be provided from that school:
 - o A letter stating that the verification process was completed,
 - o A copy of the application data that was verified,
 - o A copy of the signed SAR/ISIR (If the student was awarded FPELL Grant),
 - o A completed Financial Aid transcript.
- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories.
- Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion, the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address will be required,
- Applicants will not receive federal aid funds.

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

Required data items include:

- Total number of persons in the household.
- The number of members of household enrolled as, at least, half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year.
- U.S. income tax paid for the base year.
- Certain sources of untaxed income and benefits for the base year if certain conditions would apply include:
 - o Social Security benefits,
 - o Child support,
 - o Untaxed payments to IRA or Keogh,
 - o Foreign income,
 - o Earned income credit,
 - o Interest on tax free bonds.

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

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

Time Period for Providing Documentation: Applicants must provide the required documentation within 60 days from the last day of attendance or August 31, whichever is earlier.

Applicant Responsibilities: To be eligible to receive Title IV funds, Thanh Le College requires applicants to provide requested information within the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application as of the date of verification, or update any incorrect data items:

- Total number of persons in the household,
- The number of members of household enrolled as, at least, half-time students in postsecondary educational institutions,
- Change in dependency status,
 - Except for changes due to marriage, Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application.
 - Except for changes due to marriage, Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculated.
- The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

Consequences of Failing to Provide Documentation Within the Specified Time Period(s): If a student does not provide the requested items for verification within 60 days of the request. If the student fails to provide the data within this time frame, the school must then advise the applicant that they are not eligible for financial aid funds. The school then will give the applicant the following options:

- The student may continue training on a cash payment basis,
- The student may withdraw and re-enroll at no additional charge (there will be no loss of credit earned), when the student provides all proof then verification is complete,
- The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

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

Tolerances: If there are no non-dollar errors, there is no requirement to recalculate the student's EFC. If there are non-dollar errors, the EFC will need to be recalculated.

Notification of Results of Verification: The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

Referral Procedure: The school shall forward to the Secretary of Education any instances of fraud.

Disclosure and Retention of Student Records:

Educational records are defined as: Files, materials and documents maintained by the institution that contain information directly related to each student's period of enrollment.

Adult students, parents of minor students, and parents of tax dependent students have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present in order to provide clarification and/or answers to questions raised during the review of the student's file. Written consent from the student and/or the parents of a minor student and/or the parents of a tax-dependent student is required before educational records may be disclosed to any other party, with the exception of accrediting commissions and governmental agencies so authorized by law. Students are not entitled to inspect the financial records of their parents.

All student records shall be retained for a minimum of five (5) years following the last day of attendance. Following this period, records may be destroyed.

The following definitions correspond to some common terms used within this catalog and the financial aid documentation:

ACADEMIC YEAR: A period of instructional time, not less than 30 weeks, with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 15 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 30 weeks, regardless of the number of clock hours offered, would have their aid eligibility reduced proportionally to the number of weeks and hours in the course of study in relation to the academic year.

CLOCK HOUR: 50 to 60 minutes of supervised instruction during a consecutive 60 minute period.

CREDIT BALANCE: A credit balance occurs when tuition payments have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for ensuring that the funds are used for education-related expenses only.

DEPENDENT STUDENT: An individual that does not meet the independent student criteria. This student is required to submit their parents' income and asset data, along with their own, with the application.

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

FAMILY CONTRIBUTION (EFC): The calculated amount that a family contributes to offset a student's educational costs.

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

- U.S. citizen or national;
- U.S. permanent resident;
- Citizen of the Freely Associated States: the Federated States of Micronesia and the Republic of Palau and the Marshall Islands;

INDEPENDENT STUDENT: An Independent Student is defined as an individual who meets any of the following criteria:

1. 24 years of age or older,
2. A graduate or professional student,
3. Married or Separated (but not divorced),
4. Has legal dependents other than a spouse (As defined above),
5. An orphan or ward of the court up to the age of 18,
6. A veteran of the U.S. Armed Forces.

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

PAYMENT PERIOD: 450 hours and 15 weeks for courses of 900 hours or more. It is the mid-point of the program for courses of less than 900 hours and 30 weeks.

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

WITHDRAWALS: Students will be officially withdrawn on the date of their Notice of Cancellation, the date that they are terminated by the institution, the day following 10 consecutive days of absences or the date that a student fails to return from an approved leave of absence.

Student Rights and Responsibilities

The student has the right to ask the school:

- The name of its accrediting and licensing organizations,
- About its programs; laboratory, other physical facilities and its faculty,
- The cost of attending and the policy on refunds to students who drop out,
- Available financial assistance including information on all federal, state, local, private and institutional financial aid programs,
- About the procedures and deadlines for submitting applications for each available financial aid program,
- The basis for selecting financial aid recipients,
- How financial need is determined,
- How much of your financial need, as determined by the school, has been met,
- To explain each type and amount of assistance in your financial aid package,
- To review your aid package if you believe a mistake has been made or if your enrollment or financial circumstances have changed,
- How the school determines whether you are making satisfactory progress and what happens if you are not,
- About any special facilities and services available to the handicapped.

It is the student’s responsibility to:

- Review and consider all of the information about the school program before enrolling,
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid,
- Know and comply with all deadlines for applying and re-applying for aid,
- Provide all documentation, corrections and/or new information requested by either the financial aid officer or the agency to which you submitted the application,
- Notify the school of any information that has changed since you applied,
- Read, understand, and keep copies of all forms you are asked to sign,
- Understand the school’s refund policy,
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign,
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible

are advanced to you or credited to your school account.

Register to Vote

Who May [Register to Vote](#) in California

- You may register to vote if you meet the following criteria: You are a United States citizen
- You are a resident of California
- You are at least 18 years of age (or will be by the date of the next election)
- You are not in prison or on parole for conviction of a felony
- You have not been judged by a court to be mentally incompetent to register and vote

You may also stop by City Hall at 11222 Acacia Parkway and visit the City Clerk's Office located on the second floor. There you will find all the voter registration forms you need.

Visit [OC Vote](#) to get the latest results in all elections concerning Orange County, CA.

Owner – Thanh Le

Thanh Le is the school owner. She was a history and geography high school teacher in Vietnam. When she immigrated to the United States, she became a Cosmetology instructor and taught for more than ten years. Ms. Le completed her Bachelor of Science in Vocational Education, and in 2008 also received a Master of Arts in Occupational Studies from the California State University of Long Beach.

Director/ Instructor – Joanna Chiapparine

Joanna Chiapparine has been involved in cosmetology since 1992 and began teaching 1997. She is bi-lingual and also teaches Cosmetology to Spanish and Vietnamese speaking students. In 1998, Joanna received her Bachelor of History degree from the California State Polytechnic University, Pomona. She is currently the Director and Head Instructor for the NACCAS-accredited Cosmetology School.

Financial Aid Officer – Holly Pham

Holly Pham is the Financial Aid Officer and works for Thanh Le College part-time. She has an extensive background in administrative, clerical and accounting work. She also works for the County of Orange as an Executive Assistant and is involved in public communication for the county.

Instructor – Maria Snyder

Maria Snyder has been in the hair industry for **46 years**. She began her career as a local stylist and managed a salon. Ms. Maria has been teaching Cosmetology for the past 26 years and her skills and knowledge have produced some of the best stylists in the industry. Maria is fluent in Hungarian, Spanish, and English.

Sub-Instructor – Marbel Ramirez-

Marbel Ramirez is the substitute instructor. She has been teaching Cosmetology since 2011. Ms. Marbel is currently attending college full-time and is pursuing a degree in Nursing.

Organizational Chart & Qualifications

School Performance Fact Sheet

Thanh Le College

As of 01/01/2012, the data to be disclosed would be that data as of 12/31/2011 if the course was in place as of that date, therefore the information would be that for the Calendar year 2010 and 2011 for placement.

Course Title _____ Facial _____

School Location _____ Garden Grove _____

Student Initials	94928				
	a)	Cohort population: Means the number of students that began a program on a cohort start date.	Students 40		
	b)	Cohort start date: Means the first class day after the cancellation period during which a cohort of students attends class for a specific program.	From 01/01/2010	To 12/31/2011	
	c)	Graduates: Means the number of students who graduated within 100% of the published program length or completed the program within 150% of the published program length.	Graduates within 100% 0	Completers within 150% 25	Total 25
	d)	Graduates/completers available for employment: Means the number of graduates and completers minus the number of graduates and completers unavailable for employment.	Graduates 0	Completers 9	Total 9
	e)	Graduates/completers employed in the field Means graduates and completers who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.	Graduates 0	Completers 4	Total 4
	f)	Graduates and completers unavailable for employment Means graduates and completers who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education at an accredited or bureau-approved postsecondary institution.	Graduates 0	Completers 1	Total 1
	g)	Students available for graduation and completion Means the cohort population minus the number of students unavailable for graduation and completion.	Students 29		
	h)	Students unavailable for graduation and completion Means students who have died, been incarcerated, or called to active military duty.	Students 4		
		Completion rates (c / g) Calculated by dividing the number of graduates/completers by the number of students available for graduation/completion. Or an institution may report graduation data reported to, and calculated by, the Integrated Postsecondary Education Data System of the United States.	Graduates Percentage 0	Completers Percentage 86%	Total 86%
		Placement rates (e / d) Calculated by dividing the number of graduates/completers employed in the field by the number of graduates/completers available for employment.	Graduates Percentage 0	Completers Percentage 100%	Total 100%
		License examination passage rates (Current cohort dates) Calculated by dividing the number of graduates who pass the examination by the number of graduates who take the licensing examination the first time that the examination is available after completion of the educational program.	Graduates Percentage 0	Completers Percentage 57%	Total 57%

	Combined licensing data from two prior years Calculated by dividing the number of graduates who pass the examination by the number of graduates who take the licensing examination the first time that the examination is available after completion of the educational program.	Graduates	Completers	Total
		Percentage 0	Percentage 63%	63%

Salary Data History

Salary/wage \$ Ranges	Graduates	Completers	Total
\$1.00 to \$5,000.00	0	2	2
\$5,001.00 to \$10,000.00	0	2	2
\$10,001.00 to \$15,000.00	0	1	1
\$15,001.00 to \$20,000.00	0	3	3
\$20,001.00 to \$25,000.00	0	1	1
\$25,001.00 to \$30,000.00	0	0	0
\$30,001.00 and more	0	0	0

	Salary and wage information, consisting of the total number of graduates employed in the field and the annual wages or salaries of those graduates stated in increments of five thousand dollars (\$5,000).
--	---

Sources of the information reported on this School Performance Fact Sheet may be obtained from the institutional records at the administrative offices during business hours.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to
 Bureau for Private Postsecondary Education
 P.O. Box 980818
 West Sacramento, CA 95798-0818
 Phone: (916) 574-7720
 Web site: www.bppe.ca.gov
 E-mail: bppe@dca.ca.gov

Student Signature	Institutional Representative
Print Name	Print Name And Title
Date signed	Date signed

School Performance Fact Sheet

Thanh Le College

As of 07/01/2012, the data to be disclosed would be that data as of 12/31/2011 if the course was in place as of that date, therefore the information would be that for the Calendar year 2010 and 2011 for placement.

Course Title COSMETOLOGY

School Location Garden Grove

Student Initials	94928				
	a)	Cohort population: Means the number of students that began a program on a cohort start date.	Students 60		
	b)	Cohort start date: Means the first class day after the cancellation period during which a cohort of students attends class for a specific program.	From 01/01/2010	To 12/31/2011	
	c)	Graduates: Means the number of students who graduated within 100% of the published program length or completed the program within 150% of the published program length.	Graduates within 100% 0	Completers within 150% 11	Total 11
	d)	Graduates/completers available for employment: Means the number of graduates and completers minus the number of graduates and completers unavailable for employment.	Graduates 0	Completers 5	Total 5
	e)	Graduates/completers employed in the field Means graduates and completers who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.	Graduates 0	Completers 4	Total 4
	f)	Graduates and completers unavailable for employment Means graduates and completers who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education at an accredited or bureau-approved postsecondary institution.	Graduates 0	Completers 1	Total 1
	g)	Students available for graduation and completion Means the cohort population minus the number of students unavailable for graduation and completion.	Students 31		
	h)	Students unavailable for graduation and completion Means students who have died, been incarcerated, or called to active military duty.	Students 28		
		Completion rates (c / g) Calculated by dividing the number of graduates/completers by the number of students available for graduation/completion. Or an institution may report graduation data reported to, and calculated by, the Integrated Postsecondary Education Data System of the United States.	Graduates Percentage 0	Completers Percentage 35%	Total 35%
		Placement rates (e / d) Calculated by dividing the number of graduates/completers employed in the field by the number of graduates/completers available for employment.	Graduates Percentage 0	Completers Percentage 80%	Total 80%
		License examination passage rates (Current cohort dates) Calculated by dividing the number of graduates who pass the examination by the number of graduates who take the licensing examination the first time that the examination is available after completion of the educational program.	Graduates Percentage 0	Completers Percentage 40%	Total 40%

	Combined licensing data from two prior years Calculated by dividing the number of graduates who pass the examination by the number of graduates who take the licensing examination the first time that the examination is available after completion of the educational program.	Graduates	Completers	Total
		Percentage 0	Percentage 59%	59%

Salary Data History

Salary/wage \$ Ranges	Graduates	Completers	Total
\$1.00 to \$5,000.00	0	4	4
\$5,001.00 to \$10,000.00	0	0	0
\$10,001.00 to \$15,000.00	0	0	0
\$15,001.00 to \$20,000.00	0	0	0
\$20,001.00 to \$25,000.00	0	0	0
\$25,001.00 to \$30,000.00	0	0	0
\$30,001.00 and more	0	0	0

	Salary and wage information, consisting of the total number of graduates employed in the field and the annual wages or salaries of those graduates stated in increments of five thousand dollars (\$5,000).
--	---

Sources of the information reported on this School Performance Fact Sheet may be obtained from the institutional records at the administrative offices during business hours.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to

Bureau for Private Postsecondary Education
 P.O. Box 980818
 West Sacramento, CA 95798-0818
 Phone: (916) 574-7720
 Web site: www.bppe.ca.gov
 E-mail: bppe@dca.ca.gov

Student Signature	Institutional Representative
Print Name	Print Name And Title
Date signed	Date signed

School Performance Fact Sheet

Thanh Le College

As of 07/01/2012, the data to be disclosed would be that data as of 12/31/2011 if the course was in place as of that date, therefore the information would be that for the Calendar year 2010 and 2011 for placement.

Course Title Manicuring

School Location Garden Grove

Student Initials	94928				
	a)	Cohort population: Means the number of students that began a program on a cohort start date.	Students 23		
	b)	Cohort start date: Means the first class day after the cancellation period during which a cohort of students attends class for a specific program.	From 01/01/2010	To 12/31/2011	
	c)	Graduates: Means the number of students who graduated within 100% of the published program length or completed the program within 150% of the published program length.	Graduates within 100% 0	Completers within 150% 17	Total 17
	d)	Graduates/completers available for employment: Means the number of graduates and completers minus the number of graduates and completers unavailable for employment.	Graduates 0	Completers 6	Total 6
	e)	Graduates/completers employed in the field Means graduates and completers who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.	Graduates 0	Completers 6	Total 6
	f)	Graduates and completers unavailable for employment Means graduates and completers who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education at an accredited or bureau-approved postsecondary institution.	Graduates 0	Completers 0	Total 0
	g)	Students available for graduation and completion Means the cohort population minus the number of students unavailable for graduation and completion.	Students 18		
	h)	Students unavailable for graduation and completion Means students who have died, been incarcerated, or called to active military duty.	Students 1		
		Completion rates (c / g) Calculated by dividing the number of graduates/completers by the number of students available for graduation/completion. Or an institution may report graduation data reported to, and calculated by, the Integrated Postsecondary Education Data System of the United States.	Graduates Percentage 0	Completers Percentage 94%	Total 94%
		Placement rates (e / d) Calculated by dividing the number of graduates/completers employed in the field by the number of graduates/completers available for employment.	Graduates Percentage 0	Completers Percentage 100%	Total 100%
		License examination passage rates (Current cohort dates) Calculated by dividing the number of graduates who pass the examination by the number of graduates who take the licensing examination the first time that the examination is available after completion of the educational program.	Graduates Percentage 0	Completers Percentage 40%	Total 40%

	Combined licensing data from two prior years Calculated by dividing the number of graduates who pass the examination by the number of graduates who take the licensing examination the first time that the examination is available after completion of the educational program.	Graduates Percentage 0	Completers Percentage 75%	Total 75%
--	--	---------------------------	------------------------------	--------------

Salary Data History

Salary/wage \$ Ranges	Graduates	Completers	Total
\$1.00 to \$5,000.00	0	3	3
\$5,001.00 to \$10,000.00	0	3	3
\$10,001.00 to \$15,000.00	0	0	0
\$15,001.00 to \$20,000.00	0	0	0
\$20,001.00 to \$25,000.00	0	0	0
\$25,001.00 to \$30,000.00	0	0	0
\$30,001.00 and more	0	0	0

	Salary and wage information, consisting of the total number of graduates employed in the field and the annual wages or salaries of those graduates stated in increments of five thousand dollars (\$5,000).
--	---

Sources of the information reported on this School Performance Fact Sheet may be obtained from the institutional records at the administrative offices during business hours.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to
 Bureau for Private Postsecondary Education
 P.O. Box 980818
 West Sacramento, CA 95798-0818
 Phone: (916) 574-7720
 Web site: www.bppe.ca.gov
 E-mail: bppe@dca.ca.gov

Student Signature	Institutional Representative
Print Name	Print Name And Title
Date signed	Date signed

School Performance Fact Sheet

Thanh Le College

As of 01/01/2012, the data to be disclosed would be that data as of 12/31/2011 if the course was in place as of that date, therefore the information would be that for the Calendar year 2010 and 2011 for placement.

Course Title Cosmetology Instructor Training

School Location _____

Student Initials	94928				
	a)	Cohort population: Means the number of students that began a program on a cohort start date.	Students 1		
	b)	Cohort start date: Means the first class day after the cancellation period during which a cohort of students attends class for a specific program.	From 01/01/2011	To 12/31/2011	
	c)	Graduates: Means the number of students who graduated within 100% of the published program length or completed the program within 150% of the published program length.	Graduates within 100% 0	Completers within 150% 1	Total 1
	d)	Graduates/completers available for employment: Means the number of graduates and completers minus the number of graduates and completers unavailable for employment.	Graduates 0	Completers 1	Total 1
	e)	Graduates/completers employed in the field Means graduates and completers who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.	Graduates 0	Completers 1	Total 1
	f)	Graduates and completers unavailable for employment Means graduates and completers who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education at an accredited or bureau-approved postsecondary institution.	Graduates 0	Completers 0	Total 0
	g)	Students available for graduation and completion Means the cohort population minus the number of students unavailable for graduation and completion.	Students 1		
	h)	Students unavailable for graduation and completion Means students who have died, been incarcerated, or called to active military duty.	Students 0		
		Completion rates (c / g) Calculated by dividing the number of graduates/completers by the number of students available for graduation/completion. Or an institution may report graduation data reported to, and calculated by, the Integrated Postsecondary Education Data System of the United States.	Graduates Percentage 0	Completers Percentage 100%	Total 100%
		Placement rates (e / d) Calculated by dividing the number of graduates/completers employed in the field by the number of graduates/completers available for employment.	Graduates Percentage 0	Completers Percentage 100%	Total 100%
		License examination passage rates (Current cohort dates) Calculated by dividing the number of graduates who pass the examination by the number of graduates who take the licensing examination the first time that the examination is available after completion of the educational program.	Graduates Percentage 0	Completers Percentage 0	Total 0%

	Combined licensing data from two prior years Calculated by dividing the number of graduates who pass the examination by the number of graduates who take the licensing examination the first time that the examination is available after completion of the educational program.	Graduates Percentage 0	Completers Percentage 0	Total 0%
--	--	---------------------------	----------------------------	-------------

Salary Data History

Salary/wage \$ Ranges	Graduates	Completers	Total
\$1.00 to \$5,000.00	0	1	1
\$5,001.00 to \$10,000.00	0	0	0
\$10,001.00 to \$15,000.00	0	0	0
\$15,001.00 to \$20,000.00	0	0	0
\$20,001.00 to \$25,000.00	0	0	0
\$25,001.00 to \$30,000.00	0	0	0
\$30,001.00 and more	0	0	0

	Salary and wage information, consisting of the total number of graduates employed in the field and the annual wages or salaries of those graduates stated in increments of five thousand dollars (\$5,000).
--	---

Sources of the information reported on this School Performance Fact Sheet may be obtained from the institutional records at the administrative offices during business hours.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to
 Bureau for Private Postsecondary Education
 P.O. Box 980818
 West Sacramento, CA 95798-0818
 Phone: (916) 574-7720
 Web site: www.bppe.ca.gov
 E-mail: bppe@dca.ca.gov

Student Signature	Institutional Representative
Print Name	Print Name And Title
Date signed	Date signed