



# CATALOG

## 2011-2012

109 West Fourth Street Santa Ana, CA 92701 Phone (714) 568-5399 Fax (714) 568-0331  
[www.californiabeautyschool.com](http://www.californiabeautyschool.com)

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**MESSAGE TO STUDENTS**

Dear New Student,

Welcome to Colleen O'Hara's Beauty Academy! We are delighted that you have chosen Colleen O'Hara's Beauty Academy as your learning institution. Everyone associated with Colleen O'Hara's Beauty Academy is looking forward to working with you and providing the guidance necessary to assist you in your future endeavors.

This Catalog has been designed to answer your questions about school policies, regulations and academic expectations. We ask that you read your Catalog and sign the statement in your orientation packet provided to you acknowledging that you have received a copy.

Remember, your future begins here at Colleen O'Hara's Beauty Academy. Your new profession will require you to adhere to professional standards and behavior as will Colleen O'Hara's Beauty Academy during your training.

The faculty and administration wish you the very best success.

*Colleen Buffington*

Colleen Buffington

President, Colleen O'Hara's Beauty Academy

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#### APPROVAL DISCLOSURE STATEMENT

Colleen O'Hara's Beauty Academy, 109 West Fourth Street, Santa Ana, California 92701, was granted institutional approval from the Bureau for Private Postsecondary Education pursuant of the California Education Code Section 94311. The Bureau approval means compliance with minimum state standards and does not imply any endorsement by the state. Colleen O'Hara's Beauty Academy is a private institution. Institutional approval must be re-approved every four years and is subject to continuing review. Approved are the following programs:

Cosmetology	1600 hours
Teacher Training	600 hours
Cosmetician	600 hours
Manicuring	400 hours

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#### HISTORY AND OWNERSHIP

Colleen O'Hara's Beauty Academy has been training students in the field of Cosmetology since 1982. The school has earned a reputation for excellence and quality of education. Each program of instruction qualifies the student for the State Board of Barbering and Cosmetology licensing examination in Cosmetology.

At Colleen O'Hara's Beauty Academy the objective is to provide the student with the education necessary to not only pass the licensing exam but to be an asset to the profession of Cosmetology and to become a success in whatever area of Cosmetology the student desires. We place emphasis on how to be successful in the salon and how to create the life style that you desire. This means hard work, dedication, and practice on your part. The degree of your success will depend on the effort you are willing to expend during the entire course of your training.

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#### FACILITIES

Colleen O'Hara's Beauty Academy is located on 109 W. 4th Street Santa Ana near Main Street. We are close to the 22, 55, 57 and 5 Freeways. The school is approximately 20,000 square feet and accommodates 350 students

The facilities include 7 classrooms, offices, reception area, and student lounge and clinic floor. Restrooms are equipped for the handicapped.

Student lounges are open during school hour. The vending machines provide a variety of snacks and refreshments students may purchase. Students are encouraged to use the lounges when eating and asked to respect the rights of all students for a clean environment.

Students may consume food and beverages in the Student Lounges, which is designated for this purpose. Smoking is prohibited within the College.

In keeping with the high educational standards of Colleen O'Hara's Beauty Academy, the equipment used affords the student the opportunity to develop a practical, working knowledge of the equipment and materials they will be using on the job.

The campus facility and the equipment it utilizes fully comply with any and all state and local ordinances and regulations, including those requirements for fire safety, building safety, and health safety.

Maintaining and preserving Colleen O'Hara's Beauty Academy facilities and equipment is an obligation of all members of the Academy community, faculty, staff, and students. Students are expected to treat facilities and equipment with care and will be held liable for the destruction of Academy property.

**MISSION**

It is the objective of Colleen O'Hara's Beauty Academy to provide the student with the education necessary to pass the State Board exam, be an asset to the profession and to become a success in whatever area the student desires. In order to achieve this objective the academy does the following:

1. Maintains a highly skilled and qualified teaching staff.
2. Provides the student with a comprehensive curriculum in the basics and advanced areas of Cosmetology and related subjects, with emphasis on salon techniques.
3. Teaches the value of professionalism in Cosmetology, including high standards of workmanship and personal conduct, which will enable the student to acquire employment and be an asset to the salon of their choice.
4. Conducts its business in an ethical and educational atmosphere that is a credit to the Cosmetology industry.

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**APPROVAL, ACCREDITATIONS & MEMBERSHIPS****APPROVALS:**

1. Bureau for Private Postsecondary Education (BPPE), Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; (916) 431-6959 or (888)370-7589; <http://www.bppe.ca.gov>  
Colleen O'Hara's Beauty Academy is a private institution, approved to operate by the California Department of Consumer Affairs Bureau for Private Postsecondary Education pursuant to California Education Code Section 94909 (a)(2). The department's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions.
2. United States Department of Education  
Colleen O'Hara's Beauty Academy is authorized by the U.S. Department of Education for participation in the Federal Supplemental Educational Opportunity Grants, Federal Pell Grants, and Federal Student Loans.
3. State of California Board of Barbering and Cosmetology; P.O. Box 944226 Sacramento, CA 94244-2260 (916)574-7574

**ACCREDITATIONS:**

1. National Accrediting Commission Of Career Arts and Sciences (NACCAS) 4401 Ford Ave. Suite 1300 Alexandria, VA 22302 (703) 600-7600

**MEMBERSHIPS:**

1. California Association of Private Postsecondary Schools (CAPPS) 555 Capitol Mall Suite 705 Sacramento, CA 95814 Phone (916) 447-5500 Fax (916) 440-8970 [www.cappsonline.org](http://www.cappsonline.org)
2. American Association of Cosmetology Schools (AACCS) 9927 E. Bell Rd. Suite 110 Scottsdale, AZ 85260 (800) 831-1086 or (480)281-0431 Fax: (480)905-0993 [www.beautyschools.org](http://www.beautyschools.org)
3. National Cosmetology Association (NCA)  
15825 N. 71st Street, Suite 100 Scottsdale, AZ 85254, (800) 468-2274 (480)-281-0424 Fax# (480) 905-0708 [info@probeauty.org](mailto:info@probeauty.org)
4. Cosmetology Educators of America (CEA)  
9927 E. Bell Rd. Suite 110 Scottsdale, AZ 85260  
(800) 831-1086 or (480)281-0431 Fax: (480)905-0993 [www.beautyschools.org](http://www.beautyschools.org)

**FACULTY**

**INSTRUCTOR QUALIFICATIONS:**

Each member of our Academy staff is dedicated to the success of our enrolled students. California instructional staff members possess current state licenses, where required, issued by the State of California Board of Barbering and Cosmetology. California instructors possess a minimum of three years of experience, education and training in current practices of the subject area they are teaching, per California state law.

**SUBSTITUTES:**

Day and evening faculty alternate schedules to accommodate the needs of the students.

**COLLEEN O’HARA’S BEAUTY ACADEMY OFFERS THE FOLLOWING PROGRAMS**

Course	SOC CODE	CIP CODE	Clock Hours	Months	Weeks	*	Award	Language of Instruction
COSMETOLOGY	39.5012	12.0401	1600	16	64	*	Diploma	English & Spanish
TEACHER TRAINING	39.5012	12.0413	600	7.5	25	*	Diploma	English
COSMETICIAN	39.5094	12.0409	600	6.25	25	*	Diploma	English
MANICURING	39.5092	12.0410	400	5	20		Diploma	English

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

**STATEMENT OF NON-DISCRIMINATION**

Colleen O’Hara’s Beauty Academy does not discriminate on the basis of race, color, creed, religion, sex, handicap, financial status, age, ethnic origin or area of residence in its admissions, staffing, instruction, and/or graduation policies. Colleen O’Hara’s Beauty Academy will reasonably accommodate an individual's physical or mental disability when appropriate. Specific information relating to reasonable accommodations is available from the President. Retaliation against anyone who files a complaint of discrimination against the administration or faculty of Colleen O’Hara’s Beauty Academy is prohibited.

**ADMINISTRATION BUSINESS HOURS**

9:00 AM to 7:00 PM Tuesday through Friday  
 9:00 AM to 6:30 PM Saturday

**CLASS SCHEDULES**

**COSMETOLOGY**

Morning Session Spanish: Tuesday through Friday 8:30 AM to 1:30 PM Saturday 8:00am to 1:00pm	Evening Session Spanish: Tuesday – Friday 5:00 PM to 10:00 PM Saturday 1:30 PM to 6:30 PM
Morning Session English: Tuesday & Thursday 8:30 AM to 5:00 PM Saturday 8:00 AM to 4:30 PM	Evening Session English: Tuesday – Friday 5:00 PM to 10:00 PM Saturday 1:30 PM to 6:30 PM

**TEACHER TRAINING**

Morning Session English:  
Tuesday – Saturday 9:00 AM to 2:00 PM

**COSMETICIAN:**

Morning Session English:  
Tuesday, Thursday & Saturday 10:00 AM to 6:30 PM

**MANICURING:**

Morning Session English:  
Tuesday & Thursday 9:00 AM to 5:30 PM  
Saturday 9:00 AM to 1:00 PM

**SCHOOL HOLIDAYS & IN-SERVICE DAYS****2011 TENTATIVE SCHEDULE (ALL DATES SUBJECT TO CHANGE)**

January 1st, 2011	New Year's Day
July 4th, 2011	Independence Day
November 24, 2011	Thanksgiving Holiday
December 24, 2011 to January 2nd, 2012	Winter Break (No school)
* Faculty In-service Training	* Dates to be determined (Held two times a year)

**2012 TENTATIVE SCHEDULE (ALL DATES SUBJECT TO CHANGE)**

January 1st, 2012	New Year's Day
July 4th, 2012	Independence Day
November 22, 2012	Thanksgiving Holiday
December 24, 2012 to January 1 <sup>st</sup> , 2013	Winter Break (No school)
* Faculty In-service Training	* Dates to be determined (Held two times a year)

Holidays of all religious beliefs are respected and allowed. If the school must close for emergencies or other unexpected reasons, students will be notified by phone and/or a notice posted on the front door explaining the reason for closure and the date of re-opening.

**Admissions**

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. Prospective students are also encouraged to visit the physical facilities of the school and to discuss personal educational plans with school personnel prior to enrolling or signing enrollment agreements.

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**ADMISSIONS POLICY**

The following are the requirements and procedures for admission to Colleen O'Hara's Beauty Academy.

1. Applicants to Colleen O'Hara's Beauty Academy must attend an initial personal interview, which determines the probability of the individual's success in their chosen program. Parents and significant others are encouraged to attend.
2. All applicants must complete an application for admission.(Potential student questionnaire)
3. All applicants are given a tour of the campus before enrolling.
4. All applicants must be High School graduates, possess a General Education Development (GED) certification.
5. Student who do not possess a High School Diploma or its equivalent, who are at least 18 years old (compulsory school attendance in California, have completed the 10<sup>th</sup> grade education or its equivalent as required by the California State Board of Barbering and Cosmetology. Student admitted under this criterion will be required to pass one of the Ability-To-Benefit tests approved by the U.S. Department of Education, and administered by an independent proctor. Colleen O'Hara's Beauty Academy uses the WONDERLIC VS-1 (Passing score of 210 or higher), or the WONDERLIC QS-1 (Passing score of 200 or higher). This test is also used to determine the student's ability to be trained in the courses offered. Students subject to these criteria are referred to as students admitted under the Ability-To-Benefit criteria guidelines. All Ability-to-Benefit students must take and pass prior to being admitted in school by signing the enrollment contract and prior to the first day of class.
6. All applicants for admission to the college must pass a nationally recognized basic skill test (WONDERLIC, SLE) (passing score of 14 or higher).
7. All applicants must complete financial arrangements prior to admission. If applicable, financial aid application must be complete.
8. All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if applicant is under 18 years of Age).
9. All applicants must pay a non refundable applicant's fee in the amount of \$100.

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**ABILITY TO BENEFIT (ATB)**

Prospective students who are beyond the age of compulsory attendance in the state of California (18 years of age), have a minimum 10<sup>th</sup> grade education, and have the ability to benefit from the training may also qualify for admission to the Academy. The ability to benefit from the training will be determined by taking and passing an entrance examination (ATB Test), a personal interview, and any other criteria that might be appropriate on an individual basis. Ability to Benefit (ATB) students are those who do not possess a high school diploma, GED or recognized equivalent and are beyond the California State age of compulsory school attendance. Students may be admitted by passing the Wonderlic Basic Skills Test with scores established by the United States Department of Education. ATB testing is administered by a certified independent test administrator and is scored by the test publisher. Student must provide a valid government issued ID card prior to testing and a social security number. ATB students may not begin classes until they have passed the ATB test as evidenced by an unofficial test report. ATB students will not be officially accepted until official passing scores have been received by the College from the publisher. An ATB applicant who fails the Wonderlic Exam must wait a minimum of 7 calendar days before retaking a second version of the Wonderlic exam. If the applicant fails both versions of the Wonderlic exam, the applicant must wait a minimum of 60 days from the date of the first attempt before reapplying for admission to the school.

Passing scores for the Wonderlic exam are valid for five years. Students admitted on Ability-to-Benefit basis must score the following minimums:

WONDERLIC	Minimum Score
Verbal	200
Quantitative	210

**English Test:** WONDERLIC Basic Skills Test (WBST)

**Spanish Test:** WONDERLIC Scholastic Level Exam (Spanish, Puerto Rican Spanish, Cuban Spanish, Mexican Spanish), Forms IV and V

### GED CLASSES AVAILABILITY

For those individuals interested in obtaining a GED, more information can be obtained by contacting any of the resources listed below:

- Access GED Center 1669 East Wilshire Ave., Suite 607; Santa Ana, CA 92705 714-796-8738
- Capistrano Adult School 31431 El Camino Real; San Juan Capistrano, Ca 92675 949-493-0658
- CSU, Fullerton 800 N. State College Blvd. 138; Fullerton, CA 92831 657-278-2487
- Huntington Beach Adult School; 15871 Springdale St. Huntington Beach, Ca 92649 714-901-8106

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### ACCEPTANCE TO THE COLLEGE

Upon completion of the required documents for admission, the College administration will review the information and inform the applicant of his/her enrollment status. If an applicant is not accepted, all money paid will be refunded, with the exception of an applicant fee for admissions processing.

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### TRANSFER OF CREDITS

#### TRANSFER OF CREDITS FROM COLLEEN O'HARA'S BEAUTY ACADEMY COLLEGE TO OTHER COLLEGES

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"Notice Concerning Transferability of Units and Degrees Earned at Our School"

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

**Note:** Student records/Academic transcripts will not be released until tuition charges are paid in full.

#### TRANSFER OF CREDITS TO COLLEEN O'HARA'S BEAUTY ACADEMY

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Colleen O'Hara's Beauty Academy College will consider credits earned from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) provided. The student can produce course descriptions from the originating institution's catalog of the units earned and the courses are comparable to those offered by Colleen O'Hara's Beauty Academy. Official transcripts or Proof of Training must also be provided by the transferring student applicant.

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### ENGLISH-AS-A-SECOND LANGUAGE INSTRUCTION

English-as-a-Second Language instruction is not offered by Colleen O'Hara's Beauty Academy. English & Spanish courses at Colleen O'Hara's Beauty Academy are taught in their prospective language. For successful completion of the application, College admissions test, and interview process and completion of instruction at Colleen O'Hara's Beauty Academy the student must be able to speak, read and write in English/Spanish.

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### TRANSFER OR ARTICULATION AGREEMENTS

This college has not entered into any transfer or articulation agreements with any other college or university.

**ACADEMIC POLICIES & INFORMATION****ATTENDANCE/TARDINESS, MAKE-UP STANDARDS & ATTENDANCE PROBATION****ATTENDANCE POLICY:**

Regular attendance and punctuality will help develop good habits necessary for successful careers. All scheduled hours of class must be attended.

Attendance must be maintained at an average of 66.67 percent of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement.

**ABSENCE/TARDINESS POLICY:**

Students not physically present in class, per their class start time are considered tardy. The Academy must be notified at least fifteen minutes prior to class start if a student will be late. Students must report their tardiness to the experience coordinator, Instructor or other administrative staff. If no notification is received by the stated time the student will not be allowed to attend classes that day. Only five tardies per month are permissible, more than five tardies per month student will be suspended for one day. (Each case has to be evaluated by the Director of Education or Assistant Director if student is not satisfied with the suspension). The Academy has established a seven minutes grace period for the student to clock in and be countable for the total hours for the day. If student passes the grace period establish will be considerate late for the class.

All absences must be reported, student must notify the Academy at least fifteen minutes prior to class start when they will be absent. Failure to notify the Academy by 11:00am for the day students and for the evening students no later than 6:30pm may result in disciplinary action.

If the students need permission to be absent for family purposes, they must notify the Registrar Department two weeks in advance and present written proof of the event. Students are encouraged to schedule medical, dental, personal or legal appointments outside of their scheduled school hours and should notify the school if they plan to be absent. The student will still be marked absent, tardy, or as having left early if they miss class due to medical, dental, personal or legal appointments.

In order to be granted time off for leaving early, students must submit to the Director of Education or Assistant Director a Time off Form. Students who are aware that they must leave early for the day should notify the Instructor at the earliest possible time to help void classroom interruption and client scheduling issues.

Students who have been absent from their scheduled classes for 21 consecutive school days, not including scheduled school holidays, will be dropped from the training program (except those who are required to participate in military duties: Students must provide Colleen O'Hara's Beauty Academy with written documentation verifying the required military duty and length of service requested).

**MAKE-UP STANDARD POLICY:**

If a student misses a class, he or she must make up the hours missed after evaluating their attendance. The student has to come on days not scheduled, but needs to schedule an appointment with the Director of Education or Assistant Director to find out when he or she can make up the hours missed.

**ATTENDANCE PROBATION POLICY:**

Students who have fall below the above Standards at the Satisfactory Progress Evaluation period will be placed on attendance probation. If the student is considered to be making unsatisfactory progress, he or she will not be eligible for Financial Aid. If the Student does not improve either grades and/or attendance by the end of the evaluation period the students Financial Aid will be terminated.

### ATTENDANCE STATUS

A full- time student attending Cosmetology a clock hour program is expected to complete 1600 clock hours in a period not less than 16 instructional months attending a minimum of 24 clock hours per week.

A full- time student attending Teacher Training a clock hour program is expected to complete 600 clock hours in a period not less than 7.5 instructional months attending a minimum of 20 clock hours per week.

A full- time student attending Cosmetician a clock hour program is expected to complete 600 clock hours in a period not less than 6.25 instructional months attending a minimum of 24 clock hours per week.

A full- time student attending Manicuring a clock hour program is expected to complete 400 clock hours in a period not less than 5 instructional months attending a minimum of 25 clock hours per week.

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

### CLASS & PRACTICE HOURS - CREDIT PROCEDURE

Colleen O'Hara's Beauty Academy will only recognize time-clock recorded hours of attendance. A time card is used to keep an account of class hours and practical operations. This time card must be signed by an instructor to verify that the hours and credit are valid. Students must clock in and out at the start and end of their class day. After clocking in, you are required to maintain applied effort. Applied effort means; you are to be engaged in assigned practice activities, self-study activities (authorized by your instructor), or participating in a class. In all cases, your activities while on the time clock must be related to training for your course of study. Personal grooming, leaving the building, reading material not related to your training or activity not related to your training will not be tolerated. You will be asked to stop such activity or to clock out for the remainder of the day, and you will receive a referral notice. Continued activities of this nature could result in your termination.

Each theory operation and/or practice operation must be checked by an instructor prior to receiving credit. Lost time cards will cause the loss of applied effort for the period covered on the lost time card.

**Remember! You must be responsible for clocking in and out so that you don't lose your hours, failure to clock in or out results in loss of time. No staff member has the authority to write in time other than the Director of Education or Assistant Director.**

### GRADING SYSTEM

Students are evaluated monthly in theory, practical work and attendance. Grading is as follows:

THEORY GRADES	PRACTICAL GRADES	Practical operations will be graded to the following scale:		
90-100%	= A (Excellent)	5 points	= A Excellent	90-100%
80-89 %	= B (Above Average)	4 points	= B Good	80-89 %
70-79 %	= C (Average)	3 points	= C Satisfactory	70-79 %
60-69 %	= F (Failing)	2 points	= F Failing	60-69 %

### INCOMPLETE GRADES

Incomplete grades cannot be given as a final grade and will affect the student's GPA until a final grade is assigned. However, at the end of the class section, students may be granted a maximum extension not exceeding 7 school days to complete the course requirements. If the student does not complete the course requirement within the extension period, he/she will receive a failing grade of "F" for the class.

### GRADUATION AWARDS (DIPLOMA)

When a student has completed the graduation requirements of the course of study with a GPA (Grade Point Average) of "C" (70%) or better, he/she receives a corresponding award certifying his/her graduation of the appropriate course of study. The Academy assists the students in completing the necessary documents to file for the appropriate State Examination. All tuition and fees must be paid in full.

## LEAVE OF ABSENCE

1. Student requesting a Leave of Absence must meet with the Director of Education in advance.
2. The Director of Education will discuss if student is eligible for a Leave of Absence and their options, a Leave of Absence is used as a last resort.
3. The Director of Education will then inform the student the dates and length of time that is available to return to their class.
4. The student will then meet with a Financial Aid representative to complete all forms and secure signatures. During this time they are advised on his/her loans.
5. The student must submit a signed Leave of Absence form.
6. The Financial aid department will put student on an authorized leave of absence.
7. The Director of Financial Aid will notify the Director of Education and the Registrar of any changes/updates to the Leave of Absence log.
8. The Registrar will call and mail the student two weeks and/or one week prior to the Leave of Absence return date.
9. The student must meet with the Director of Education to be directed to their class.
10. The student must sign a Return of Leave of Absence form on their date of their return with financial aid.
11. If student does not return on their expected date and did not contact either the Director of Education or the Financial Aid department for an extension, they will be dropped from their program. The Director of Financial Aid will then notify the registrar and the Director of Education the students' failure to return and his/her official withdrawal date will be the student's last day of attendance.

## ACADEMIC PROGRESS STANDARDS

## REQUIRED STUDY TIME

Typically, two hours of study time are required for each hour in class. Students are encouraged to form study groups to foster interaction and the learning process. The instructor will be available to assist those students who desire to form a study group.

## SATISFACTORY ACADEMIC PROGRESS POLICY

The Higher Education Act mandates that institutions of higher education establish minimum of "Satisfactory Academic Progress" for students receiving financial aid. Colleen O'Hara's Beauty Academy applies this standard to all students consistently, regardless of whether or not they are financial aid recipients. This policy is printed in the school catalog to assure that all students receive a copy prior to starting classes. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Students must demonstrate satisfactory academic progress toward completing their programs by meeting Colleen O'Hara's Beauty Academy established standards. Satisfactory academic progress is a measure of students' qualitative (academics) and quantitative (attendance) progress as defined below.

Evaluations take as follows:

<b>COSMETOLOGY Actual Hours</b>	(Full Time) midpoint at end of academic year 450 900 1250 1600 (An academic year is a minimum of 30 weeks and 900 clock hours)
<b>COSMETICIAN Actual Hours</b>	(Full Time) midpoint and end of course 300 600
<b>TEACHING TRAINING Actual Hours</b>	(Full Time) midpoint and end of course 300 600
<b>MANICURING Actual Hours</b>	(Full Time) midpoint and end of course 200 400

**QUANTITATIVE EVALUATION (ATTENDANCE):**

Students are expected to complete their program in 150 percent of the normal timeframe established for completion. Evaluations are based on the cumulative attendance percentage. Attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. Therefore, at each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed and the student will be deemed making satisfactory progress.

**MAXIMUM TIME FRAME:**

The maximum time frame a student has to complete any course is 1½ times the course length. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. NACCAS approved course length is defined as the period of time identified on the enrollment contract. Leaves of absence are not included in this total. Should a leave of absence be granted, the student's maximum time frame for completion would be adjusted accordingly. Students re-enter at the same status as when they left. The 67% attendance average is programmed into our software system to check at the evaluation points for each program. However, we monitor satisfactory progress manually throughout the student's program. This ensures that students have ample opportunity to improve if they fall below the standards. Failure to attend classes for 21 consecutive days will result in termination from the program.

The regular and the maximum time frame for completing each course is the following:

<b>COSMETOLOGY</b>	(1600 Clock Hours) 96 weeks (2400 Clock Hours)
<b>COSMETICIAN</b>	( 600 Clock Hours) 38 weeks ( 900 Clock Hours)
<b>TEACHER TRAINING</b>	( 600 Clock Hours) 38 weeks ( 900 Clock Hours)
<b>MANICURING</b>	( 400 Clock Hours) 30 weeks ( 600 Clock Hours)

**QUALITATIVE EVALUATION (ACADEMIC)**

Students are expected to maintain a 70% cumulative grade point average (CGPA) of their combined practical and written grades in order to be deemed making satisfactory academic progress during an evaluation period. At least two comprehensive practical and written skills exams will be conducted during the course of study. Practical skills are evaluated according to the procedures set forth by the Bureau of Barbering and Cosmetology and evaluation criteria adopted by Colleen O'Hara's Beauty Academy. Theory class will require written exams to be taken in each of the chapters of study as set for by guidelines from the State of California Board of Barbering and Cosmetology and Colleen O'Hara's Beauty Academy. Students must makeup failed or missed tests and incomplete assignments.

Numerical and Letter grades are considered according to the following scale:

THEORY GRADES PRACTICAL GRADES		PRACTICAL OPERATIONS SCALE		
<b>90-100%</b>	A (Excellent)	5 points	A (Excellent)	90-100%
<b>80-89%</b>	B (Above average)	4 points	B (Good)	80-89%
<b>70-79%</b>	C (Average)	3 points	C (Satisfactory)	70-79%
<b>60-69%</b>	F (Failing)	2 points	F (Failing)	60-69%

Due to varied capabilities of individual students, some may progress from one level of training to another at a more rapid rate. However, all students will be required to satisfactorily complete all subjects prior to graduation unless credit has been allowed for previous training in a particular subject area. The evaluation periods at which attendance progress shall be evaluated are the following, and are based on than actual hours attended.

<b>COSMETOLOGY</b> <b>Actual Hours</b>	(Full Time) 450 900 1250 1600
<b>COSMETICIAN</b> <b>Actual Hours</b>	(Full Time) 300 600
<b>TEACHING TRAINING</b> <b>Actual Hours</b>	(Full Time) 300 600
<b>MANICURING</b> <b>Actual Hours</b>	(Full Time) 200 400

If a student is making satisfactory progress at evaluation time, then said student is considered making satisfactory progress until the next evaluation period. If a student is NOT making satisfactory progress at evaluation time, then said student will be placed on warning.

#### WARNING

Students who fall below the above standards at the Satisfactory Progress evaluation point for their actual hours will be placed on Warning. A student is considered to be making unsatisfactory progress while on Warning but is still eligible for Financial Aid. If the student does not improve either grades and/or attendance by the end of the evaluation point, they will be ineligible for financial aid. When the student is put in probation status, they are issued an Academic Improvement form.

#### RE-ESTABLISHMENT OF SATISFACTORY PROGRESS & REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

Students who have lost eligibility for financial aid may reestablish by meeting their minimum academic and attendance average, by the end of the probation period. If after this period, Student is still in unsatisfactory progress, they may be dropped from the course of study at the discretion of the Director of Education. In case of extenuating circumstances, special arrangements may be made with school officials. These will be handled on an individual basis. The probation period and reinstatement period applies to all students, whether or not they are on financial aid.

#### APPEAL PROCESS

Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the Director of Education within 5 days of receiving the notice of Probation describing any mitigating circumstances the student believes deserves further consideration and what has changed that will allow the student to achieve Satisfactory Progress by the end of the next payment period. Such mitigating circumstances might include family or medical emergencies or military service for which the student has elected not to request a Leave of Absence. An appeal decision will be made and the student notified accordingly. Should a student prevail upon his/her appeal, the student will be placed on Probation for the following payment period and Financial Aid will be reinstated. The student will be placed on an Academic Improvement plan to ensure the student is able to meet Satisfactory Academic Progress by the end of the probationary period.

A copy of the Student's Academic improvement plan will be kept in the student's file along with the following forms, Students Satisfactory Academic Progress Appeal form and Outcome of students Academic Progress Appeal. The student must be achieving Satisfactory Progress at the end of the probationary period or all Financial Aid will be terminated. In case of an adverse determination of the student's appeal, the student will remain in probation, and must cover tuition payments in cash. If payment arrangements cannot be made, the student will be terminated from the program. A cash payment student can re-establish eligibility for financial aid by achieving the minimum satisfactory progress by the end of the payment period. The Financial Aid department will then request the appropriate Federal funds in their behalf for the next payment period. Failure to re-establish Satisfactory Progress will result in termination of the program.

#### STUDENTS EVALUATION

Copies of Monthly Practical Operations Grading Sheets are provided to students to enable them to track their progress and study for the Practical State Board. The scores are totaled by operation category and posted to the computer with the original filed in the student's file. The Monthly Practical Operations Grading Sheets are the source for the quarterly progress records.

Written progress records are maintained by the college. These are recorded and discussed with each student quarterly. The reports reflect attendance, attitude, ability, number of operations attained and grading of State Board Operations, and test scores.

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#### DISCLOSURE OF EDUCATION RECORDS

The Academy complies with the Family Educational Rights and Privacy Act (FERPA) in regard to release of student information. Students (and/or authorized parent or guardian) have the right to view their file by setting up an appointment with the administrative office. Any information pertaining to a student's Academy record will only be released upon written instructions and/or permission of the student (or parent or guardian if the student is a dependent minor). In all cases, when any record is being reviewed, a designated Academy representative will be present. The Academy accrediting agency (NACCAS), the state California approval agencies, and other governmental agencies (ex. IPEDS, US Department of Education Gainful Employment regulations) automatically have the right of access to student records. The policy requires written consent for each request from third parties. The Academy do not release any information known as Directory Information

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#### COURSE INCOMPLETES, REPETITIONS AND WITHDRAWALS

Course incompletes affect the student's satisfactory progress status by lowering their grade point average because students receive 0% credit for unfinished work. Repetitions and withdrawals have no effect on the student's satisfactory progress status.

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#### TRANSFER HOURS

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours.

Written progress records are maintained by the college, students may review their cumulative record during office hours under the supervision of an instructor.

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#### REINSTATEMENT

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

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#### RE-ENTERING

Student's desiring to re-enroll in the Academy must sign a new enrollment agreement. The new enrollment will be based on the current cost of tuition and fees; however, the previous hours earned may be used as credit in computing new charges, depending on the elapsed time between the last day attended and re-enrollment. Please consult with your Admissions Representative regarding the Academy transfer policy for specific information. A student re-enrolling re-enters at the same progress status as when they left. A re-enrolling student failing to meet minimum satisfactory progress requirements at the time of withdrawal will be on probation until the next satisfactory progress evaluation period. Re-enrolling students on probation are not eligible to receive Financial Aid and will be admitted on a cash basis only. Financial Aid may be reinstated when the student achieves satisfactory progress.

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#### GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Cosmetology/Manicurist/Cosmetician/Teacher Training with a GPA of "C" (50%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

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#### STATE BOARD EXAMINATION REQUIREMENTS AND COST

To be eligible to take the State examination, students must be at least seventeen years of age and completed the 10th grade (or equivalent). They must also have a Proof of Training from the school, picture identification, filed an Application for Examination, and examination fee. Students must furnish a model, examination kit fees, and traveling

expenses to the Board of Barbering & Cosmetology Examination Centers (located in Los Angeles and Fairfield). Students are eligible to apply for the Pre-Application with Board of Barbering & Cosmetology when they have completed 1200 hours. The Pre-Application assists the student in obtaining a date closer to their graduation date. The fees are as follows:

Cosmetology test fee:	\$125.00	Teacher Training test fee:	\$125.00
Pre-Application fee:	\$ 9.00	Pre-Application fee:	\$ 9.00
Cosmetician test fee:	\$115.00	Manicuring test fee:	\$110.00
Pre-Application fee:	\$ 9.00	Pre-Application fee:	\$ 9.00

### SUSPENSION AND TERMINATION

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The Academy reserves the right to suspend or dismiss any student who:

- Displays conduct which the faculty and administration determines to be detrimental to fellow students, other individuals, the community, or the Academy, as addressed in the conduct policy of this catalog.
- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to Academy property.
- Fails to maintain satisfactory academic progress.
- Fails to meet satisfactory clinical standards.
- Fails to meet school's attendance policy or standards.
- Fails to meet financial obligations to the Academy.
- Fails to comply with federal software piracy statutes forbidding the copying of licensed computer programs.

### DROPS

Colleen O'Hara's Beauty Academy reserves the right to drop students who fail to comply with academic, attendance, financial and conduct standards of the Academy.

Reasons for being dropped may include, but are not limited to, the following:

- Failure to meet school's attendance policy or standards
  - 21 days of consecutive absences
  - Less than 66.67% attendance in your program of study
- Failure to maintain satisfactory academic progress
  - Less than 70% grade in two or more courses
- Failure to meet satisfactory clinical standards
- Failure to meet financial obligations to the Academy
- Conduct which the faculty and administration determines to be detrimental to fellow students, other individuals, the community, or the Academy, as addressed in the conduct policy of the Colleen O'Hara's Beauty Academy Catalog
- Use of or being under the influence of alcoholic beverages or illegal drugs on or adjacent to Academy property
- Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs

### GRIEVANCE PROCEDURES

Students wishing to express a concern should adhere, in order, to the following procedures:

1. Discuss the concern with the appropriate instructor. All discussions are to be held before or after class or by a scheduled appointment.
2. If the concern cannot be resolved through the instructor, present the concern to the applicable Director of Education. It is strongly recommended that all grievances be presented in writing. Colleen O'Hara's Beauty Academy will also accept oral grievances.

3. See the Program Director or Director of Education, or in his/her absence to the Administrative Assistant, at 109 West Fourth Street Santa Ana, CA 92701; (714) 568-5399
4. Meetings will be scheduled with all pertinent parties before a resolution is reached.
5. Unresolved concerns may be appealed to a review board in writing. Appointments with the review board are scheduled through the Director of Education's office. The review board has the responsibility for reaching a decision that is in balance with the best interests of all parties named in the complaint.
6. Further unresolved concerns may be processed in accordance with the Procedures for Processing Complaints of Unlawful Discrimination and Other Grievances, either in writing or by personal appearance. Contact the Academy's Compliance Coordinator to pursue this formal grievance procedure.
7. If the problem or grievance cannot be resolved after exhausting the formal grievance procedures, students may report to The Bureau for Private Postsecondary Education, Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; (916) 431-6959 or (888)370-7589; <http://www.bppe.ca.gov>
8. National Accrediting Commission of Career Arts and Sciences (NACCAS) 4401 Ford Ave. Suite 1300 Alexandria, VA 22302 (703) 600-7600
9. Board of Barbering and Cosmetology P.O. Box 944226 Sacramento, CA 94244-2260 (916) 445-7061

#### NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
  - Parents or eligible students have the right to correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Legible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

#### **Disciplinary Proceedings:**

The HEOA adds a new requirement under which an institution must, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the institution must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

**DRUG ABUSE PREVENTION PROGRAM**

The Academy 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 Colleen O'Hara's Beauty Academy who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

Alcoholics Anonymous  
Orange County Central Office  
1526 Brook hollow Dr., Ste75,  
Santa Ana, CA 92705-5466

**CRIME AWARENESS**

In compliance with the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542, as amended), Colleen O'Hara's Beauty Academy provides students with current campus security policies and procedures. In addition, students are provided with information on crime prevention, reporting crimes, and statistics for crimes that have occurred on the Academy campus.

**U.S. CONSTITUTION DAY**

Senator Byrd (D-West Virginia) inserted language into Federal legislation that requires all institutions participating in Federal Funding to schedule educational programming about the U.S. Constitution every September 17 or in the same week that it falls. In the years where September 17 falls on a weekend, the programs are to be held in the preceding or following week.

**COPYRIGHT PROTECTION POLICY**

It is the policy of Colleen O'Hara's Beauty Academy to respect the copyright protections given by federal law to owners of digital materials and software. It is against Colleen O'Hara's Beauty Academy policy for faculty, staff, or students to use Colleen O'Hara's Beauty Academy equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright-protected digital materials or software except as permitted under copyright law (especially with respect to "fair use") or specific license.

The software provided through Colleen O'Hara's Beauty Academy for use by faculty, staff, and students may be used only on computing equipment as specified in the various software licenses.

Colleen O'Hara's Beauty Academy regards violation of this policy as a serious matter, and any such violation is without its consent and is subject to disciplinary action. Repeated violations will result in loss of computing privileges, among other sanctions.

**ACADEMIC TRANSCRIPTS**

Colleen O'Hara's Beauty Academy will provide one transcript to each graduate at no charge. A fee of \$10.00 will be charged for each additional transcript, copy of Diploma and proof of Training. The student's financial accounts must be current prior to the Academy furnishing any transcripts.

## School Rules and Regulations

### CONDUCT

Colleen O'Hara's Beauty Academy is proud of the academic standards it maintains. In today's competitive employment market, professional conduct is a crucial factor in obtaining and keeping a job. For this reason, Colleen O'Hara's Beauty Academy has established guidelines for proper conduct. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students must agree to abide by the following regulations:

1. Students will be held responsible for their actions while in attendance at the Academy.
2. Dishonesty on the part of any student may result in probation, suspension or termination from the College. Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to staff, faculty, administrators, or other officials.
3. Students will be held responsible for any theft or damage done to Academy site property and will be expected to reimburse the institution for such damage or loss.
4. Any actions that disrupt the learning opportunities of other students, including but not limited to fighting, use of profanity, harassment, cheating, and stealing will not be tolerated.
5. Students may not be under the influence of or in possession of any intoxicating beverage or drug while on College or externship property.
6. Students may not be in possession of any type of weapons or create a safety hazard to others while on Academy property.
7. The College is a non-smoking facility. Smoking is permitted outside of the buildings.
8. Animals are not permitted on the Academy grounds with the exception of animals designated to assist the physically impaired.
9. The College does not provide childcare services. Children are not permitted in the instructional areas.
10. Students must adhere to all required health and safety standards.

Violation of any of the guidelines listed above may result in probation, suspension, or dismissal from Colleen O'Hara's Beauty Academy.

### DRESS CODE AND APPEARANCE

Students must wear appropriate attire as designated by the Academy. This includes the full uniform required by the program while on campus. A detailed dress code is provided during orientation.

Students are expected to practice good personal hygiene and maintain a clean, neat and professional appearance at all times. Make-up, hairstyles, fingernails and jewelry must be moderate and understated. Any student reporting to class inappropriately dressed will not be allowed to remain and the time missed will be recorded as an absence.

### SEXUAL HARASSMENT/VIOLENCE PREVENTION

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures in the Academy, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature.

No student, applicant, faculty member or other employee of Colleen O'Hara's Beauty Academy shall threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades or educational experience. Similarly, no faculty member or employee shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student or applicant who feels that he or she is a victim of sexual harassment by any student, applicant, faculty member or other Colleen O'Hara's Beauty Academy member should bring the matter to the attention of the Executive Director or Human Resource Administrator at the telephone number specified in this catalog.

Any questions about this policy or potential sexual harassment should also be brought to the attention of the above school officials. Colleen O'Hara's Beauty Academy will promptly investigate all allegations of sexual harassment in a confidential manner as possible and take appropriate corrective action, if warranted.

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#### HEALTH AND PHYSICAL CONSIDERATIONS

Generally, an Allied Health professional must be in good physical health since he/she will be working in direct contact with customers. The related fields of study require 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.

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#### EMERGENCY PREPAREDNESS PLAN

The emergency preparedness plan is available to both students and staff

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#### VOTING

Colleen O'Hara's Beauty Academy encourages students to make necessary arrangements to vote before or after your scheduled class. Please visit the voting link on the school's website, [www.californiabeautyschool.com](http://www.californiabeautyschool.com), to learn more about voting and how to register to vote.

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#### STUDENT/EMPLOYEE FRATERNIZATION

Employees of Colleen O'Hara's Beauty Academy are prohibited, under any circumstances, to date or engage in any improper fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have "consented" to such conduct. Further, our employees cannot entertain students or socialize with students outside of the school environment. Similarly, any action or comment by an employee which invites romantic or sexual involvement with a student is considered highly unethical, in violation of school policy, and may result in disciplinary action by Colleen O'Hara's Beauty Academy.

Inappropriate employee behavior includes, but is not limited to, flirting; making suggestive comments; dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, etc.) unrelated to course work or official school matters; giving or accepting rides, giving or offering housing, selling or buying anything of more than nominal value, providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations.

We also expect that our students will behave in a professional manner towards faculty and staff and would follow the same guidelines as are presented here for employees. If a student witnesses or hears of an instructor or staff person's participation in an inappropriate relationship with a student, we ask that the incident be reported to the Academy's Executive Director immediately.

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#### PERSONAL PROPERTY

Colleen O'Hara's Beauty Academy assumes no responsibility for loss or damage to a student's personal property or vehicle (including contents of vehicle) while in, on, or adjacent to Academy property.

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#### FIELD TRIPS

When appropriate, arrangements will be made for students to leave campus in order to observe their particular course of study as it applies to the real world of work. Colleen O'Hara's Beauty Academy requires students who attend field trips to sign liability release forms prior to attending. Field trips are not mandatory.

**PREGNANCY**

Students who are pregnant at the time of enrollment must provide a written authorization from their attending physician prior to starting the program. A leave of absence due to pregnancy will affect expected graduation date.

**PROGRAM TRANSFERS**

Extensive procedures are followed to direct each student to the program of study best suited to his/her individual goals and abilities.

A student may request a transfer between Academy programs. However, program transfers may be granted only under special circumstances. Students are required to apply in writing to the Director of Education for any program change. Only one program transfer may be granted to each student. The student may be assessed an additional fee for a program transfer.

**CHANGE OF SCHEDULE**

Students may change their schedule on one occasion during their time at Colleen O'Hara's Beauty Academy (e.g. from morning to evening classes, etc.).

**CHANGES IN PROGRAMS' OR POLICIES'**

Colleen O'Hara's Beauty Academy has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequence of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, class size constraints or professional regiments.

## COURSES OF STUDY

### METHOD OF DELIVERY

The method of delivery for all programs offered at Colleen O'Hara's Beauty Academy is residential.

## COSMETOLOGY - DIPLOMA PROGRAM

CIP CODE 12.0401

SOC Code 39.5012

Clock Hour 1600

Program Length in months\* 16

Day & Evening classes\* 64 weeks

\*Program length may vary depending on schedule.

**Instruction offered in English & Spanish**

### COURSE DESCRIPTION

The Cosmetology course of study consist of 1600 clock hours covering all phases of Cosmetology, skin care, manicuring and pedicure mandated by the California State Department of Barbering and Cosmetology. The course is designed to prepare the student to pass the State of California Board of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the exam is a requisite in order to obtain a Cosmetology License. The license is a requirement to operate as a cosmetologist in the state of California.

### COURSE FORMAT

The curriculum for students enrolled in a cosmetologist course shall consist of 1,600 clock hours of technical instruction and practical operations as mandated by the State of California Board of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

### EDUCATIONAL GOALS OR MISSION

Our fundamental goal is to provide high-quality education to train students in the principles and practices of cosmetology arts and sciences. Our curriculum is relevant to the needs of the student and his/her ability to seek and obtain gainful employment with preparation for state licensing. We strive to prepare students for the opportunity to enter, progress in, and make a contribution to the profession.

Course Objectives:

1. To educate and train students in the principles and practices of the profession of Cosmetology in order that they can successfully complete the examination by the State of California Board of Barbering and Cosmetology and obtain their Cosmetology license.
2. To develop habits of good workmanship and orderly performance of various tasks of the Cosmetology profession.
3. To develop habits of correct performance of Cosmetology in the interest of safety and hygiene for oneself and for others.
4. To learn to properly select, care for and use the commercial products that are related to the application of beauty treatment.
5. To impart ideals and attitudes of willingness to cooperate between employers and employees and the practice of the highest standards of professional and personal ethics.
6. To educate students in the fundamentals of business operations as they relate to the successful operations of general business practices in the field of Cosmetology.
7. To assess the effectiveness of education course completion, licensure and employment rates.

Technical instruction and practical operations shall include:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED CLINIC OPERATIONS
Barbering & Cosmo. Act & Board Rules and Regs.	20	
Cosmetology Chemistry	20	
Health and Safety/Hazardous Substance	20	
Theory of Electricity in Cosmetology	5	
Disinfection and Sanitation	20	10
Bacteriology, Anatomy and Physiology	15	
Wet Hair Styling	35	200
Thermal Hair Styling	30	30
Permanent Waving	20	80
Chemical Straightening	20	25
Hair Cutting	20	80
Hair Coloring and Bleaching	60	50
Scalp & Hair Treatments	5	20
Facials-Manual	15	25
Facials-Electrical	10	15
Eyebrow Arching & Hair Removal	10	15
Make-Up	15	15
Water and Oil Manicuring	5	15
Complete Pedicure	5	10
Acrylic Nails	10	
Artificial Nail Tips	10	50
Nail Wraps and Repairs	5	20
Press & Curl		10
Acrylic Liquid and Powder Brush-Ons		50
Bleaching		15
Additional Classes	100 (maximum)	

#### GRADUATION REQUIREMENTS

When a student has completed the 1600 hours, the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better, he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State of California Board of Barbering and Cosmetology Bureau examination. All institutional charges must be paid in full prior to graduation.

#### LICENSING REQUIREMENTS

Applicable students are eligible for examination given by the state, provided they have completed the selected course. Academy programs meet or exceed the minimum requirements prescribed by the California Board of Barbering and Cosmetology. Each exam applicant must have a current driver's license or I.D. and Social Security Card, be 17 years of age and have completed the 10<sup>th</sup> grade or equivalent. Proof of training will be released to the appropriate licensing and certification agencies upon completion of the program when all academic and financial requirements have been met.

**TEACHER TRAINING -DIPLOMA PROGRAM**

CIP CODE 12.0413

SOC Code 39.5012

Clock Hour 600

Program Length in months 7

Day classes 25 weeks

**Instruction offered in English****COURSE DESCRIPTION**

The Teacher Training course consists in on 600 hours and designed to prepare the licensed Cosmetologist to instruct Cosmetology students in both the theoretical and practical aspects of cosmetology. The instructor student will learn how to plan lessons, motivate students, execute successful teaching techniques, assess students' progress, counsel and advise students, and maintain accurate student records. Upon completion of the course, the instructor student will be prepared to work in a cosmetology school as a instructor.

**COURSE FORMAT**

The curriculum for students enrolled in a Teacher Training course shall consist of 600 clock hours of technical instruction and practical operations as mandated by the State of California Board of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by learning the techniques of teaching a class, prepare lessons plans, and show the students a positive environment in the classroom to become a professional instructor.

**EDUCATIONAL GOALS OR MISSION**

Our fundamental goal is to provide high-quality education to train professional instructor in the principles and practices of Teacher Training arts and sciences. Our curriculum is relevant to the needs of the student and his/her ability to seek and obtain gainful employment with preparation to become a success instructor. We strive to prepare students for the opportunity to enter, progress in, and make a contribution to the profession.

**COURSE OBJECTIVES**

The objective of the course is to develop in the licensed cosmetologist, the teaching skill, theoretical knowledge, and professional attitude necessary for success in the profession of cosmetology education. Once the students have successfully completed they may work as a licensed cosmetology instructor in any licensed facility in the state of California.

Technical instruction and practical operations shall include:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED CLINIC OPERATIONS
Act and Board Rules & Regulations	10	
Preparatory Instruction	145	50
Conducting Class & Technical Instruction		100
Supervising & Training of Students on the clinic floor		300

**GRADUATION REQUIREMENTS**

When a student has completed the 600 hours, the required theory hours and practical operations in Teacher Training with a GPA of "C" (70%) or better, he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State of California Board of Barbering and Cosmetology Bureau examination. All institutional charges must be paid in full prior to graduation.

**LICENSING REQUIREMENTS**

California instructional Applicable students are eligible for examination given by the state, provided they have completed the selected course. Academy programs meet or exceed the minimum requirements prescribed by the California Board of Barbering and Cosmetology. Each exam applicant must have a current driver's license or I.D. and Social Security Card, be 17 years of age and have completed the 10th grade or equivalent. Proof of training will be released to the appropriate licensing and certification agencies upon completion of the program when all academic and financial requirements have been met.

**COSMETICIAN -DIPLOMA PROGRAM**

CIP CODE 12.0409

SOC Code 39.5094

Clock Hours 600

Program Length in months 7

Day classes 25 weeks

**Instruction offered in English**

**COURSE DESCRIPTION**

The Cosmetician course of study consists of 600 clock hours of theory and practical experience in all aspects of skin care. The course prepares students to cleanse, depilate, massage, and beautify the human body and to function as licensed Cosmetician and skin care specialists. Includes instruction in skin anatomy, physiology, and health; principles of nutrition; decontamination and infection control; health and safety; facial and body massage; body wrapping and spa treatments; temporary hair removal including waxing and tweezing; color and skin analysis; client consultation and care; applicable laws and regulations; business practices; and sometimes related alternative healing regimens.

**COURSE FORMAT**

The curriculum for students enrolled in a Cosmetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetician. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

**EDUCATIONAL GOALS OR MISSION**

Our fundamental goal is to provide high-quality education to train students in the principles and practices of Cosmetician arts and sciences. Our curriculum is relevant to the needs of the student and his/her ability to seek and obtain gainful employment with preparation for state licensing. We strive to prepare students for the opportunity to enter, progress in, and make a contribution to the profession.

**COURSE OBJECTIVES**

This Program is designed to produce a graduate with job-level skills able to qualify for and obtain the initial license as a professional Skin Care. Studies include theory and practical instruction in all phases of Cosmetics. Including; cosmetic chemistry, facial application, and make up.

Technical instruction and practical operations shall include:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED CLINIC OPERATIONS
Cosmetology Act & Board Rules	10	
Chemistry for Esthetics	10	
Health & Safety/Hazards	20	
Electricity	10	
Disinfection/Sanitation	10	
Bacteriology, Anatomy, Physiology	15	
Facial (Manual)	20	40
Facial (Electrical)	30	60
Facial (Chemical)	20	40
Hair Removal Tweezers	5	10
Hair Removal Wax/Depilatory	20	40
Make Up/Eyelash Application	20	40
Additional Classes	30 (Maximum)	

#### GRADUATION REQUIREMENTS

When a student has completed the 600 hours, the required theory hours and practical operations in the Cosmetician course with a GPA of "C" (70%) or better, he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State of California Board of Barbering and Cosmetology Bureau examination. All institutional charges must be paid in full prior to graduation.

#### LICENSING REQUIREMENTS

Applicable students are eligible for examination given by the state, provided they have completed the selected course. Academy programs meet or exceed the minimum requirements prescribed by the State of California Board of Barbering and Cosmetology. Each exam applicant must have a current driver's license or I.D. and Social Security Card, be 17 years of age and have completed the 10<sup>th</sup> grade or equivalent. Proof of training will be released to the appropriate licensing and certification agencies upon completion of the program when all academic and financial requirements have been met.

## MANICURING -DIPLOMA PROGRAM

CIP CODE 12.0410

SOC Code 39.5092

Clock Hours 400

Program Length in months 5

Day classes 20 weeks

**Instruction offered in English**

#### COURSE DESCRIPTION

The Manicuring course of study consist of 400 clock hours covering all phases of manicuring and pedicure, performing water and oil manicures, hand and arm massage, communication skills, professional ethics, salesmanship, decorum, record keeping and client service records, mandated by the State of California Board of Barbering and Cosmetology. The course is designed to prepare the student to pass the State of California Board of Barbering and Cosmetology, Manicuring licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the exam is a requisite in order to obtain a Manicuring License. The license is a requirement to operate as a Manicurist in the State of California.

**COURSE FORMAT**

The course format would include but not be limited to lecture, reading assignment, video/audio, hands on demonstration, hands on performance, evaluation, both written and oral.

**EDUCATIONAL GOALS OR MISSION**

The student will learn the technical techniques and methods of performing manicuring, pedicuring, nail wraps and repairs, application of acrylic nails, application of nail tips, safety and sanitation requirements. Reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Instruction is provided to each student involving: how to seek and obtain employment, payroll deductions, preparation of employment applications, applicable laws and regulations, and consumer safety. Instruction in consumer safety is an on-going concern and is to be practiced throughout every aspect of the course of instruction. The state board recommends that schools provide training in the areas of communication skills that include professional ethics, salesmanship, decorum, record keeping, and client service record cards.

**COURSE OBJECTIVES**

It is the mission of Colleen O'Hara's Beauty Academy to prepare students enrolled in the Manicuring program for licensure and job entry level skills.

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED CLINIC OPERATIONS
Cosmetology Act and the Board Rules And Regulations	10	
Chemistry manicurist	10	
Health & Safety/Hazardous Substances	15	
Disinfection/Sanitation	10	10
Bacteriology, Anatomy & Physiology	10	
Water and oil manicures	15	40
Complete pedicure	10	20
Acrylic, liquid and powder brush-ons	15	80
Nail tips	10	60
Nail wraps and repairs	5	40
Additional training	25	

**GRADUATION REQUIREMENTS**

When a student has completed the 400 hours, the required theory hours and practical operations in the Manicuring course with a GPA of "C" (70%) or better, he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State of California Board of Barbering and Cosmetology Bureau examination. All institutional charges must be paid in full prior to graduation.

**LICENSING REQUIREMENTS**

Applicable students are eligible for examination given by the state, provided they have completed the selected course. Academy programs meet or exceed the minimum requirements prescribed by the State of California Board of Barbering and Cosmetology. Each exam applicant must have a current driver's license or I.D. and Social Security Card, be 17 years of age and have completed the have completed the 10<sup>th</sup> grade or equivalent. Proof of training will be released to the appropriate licensing and certification agencies upon completion of the program when all academic and financial requirements have been met.

**STUDENT SERVICES:**

The Student Services staff is available specifically to attend to the needs of the student body at Colleen O'Hara's Beauty Academy. Student Services will provide students with information regarding transportation, childcare, professional counseling services available within the community, as well as attend to any other special concerns which may arise while attending Colleen O'Hara's Beauty Academy.

**ACCESSIBILITY FOR DISABLED STUDENTS**

Students with disabilities should contact Student Services to for more information regarding additional programs and services available.

**ORIENTATION**

All new students attend orientation prior to the first day of class. Students will be informed of the date and time of orientation during the enrollment process.

**ADVISING/TUTORING ASSISTANCE**

An open-door policy, with the faculty and staff readily available to assist students, is in effect. Students are encouraged to meet with their instructors to discuss any academic concerns. Colleen O'Hara's Beauty Academy provides tutoring assistance for students experiencing academic difficulties, and such students may be required to participate in skill reinforcement sessions outside of regular class time. Instructors make every effort to identify students in need of assistance. Students, however, are urged to take the initiative to seek out-of-class help and to discuss their difficulties with their instructors, Director of Education or Assistant Director.

**HOUSING**

Colleen O'Hara's Beauty Academy does not maintain any resident housing. The Academy assumes no responsibility for student housing.

**CAREER GUIDANCE**

Career Advisors are available to meet with students individually as often as necessary. Prospective employers are invited to the school regularly to give demonstrations and discuss career goals with the students.

**ADVISORY SERVICES & ACADEMIC EVALUATIONS**

Advisory services are provided to any student on personal, career, or educational needs prior to entry, upon entry, and after graduation. Student can make an appointment with the Director, Financial Aid Officer, or instructor of their preference to provide advisory services. The school provides monthly grading sheets on for practical operations. Once a month the students' attendance and academic progress is reviewed to determine if the student needs additional assistance

**GUIDANCE SERVICES**

Colleen O'Hara's Beauty Academy provides assistance to students in solving personal or education-related problems, which may occur during the course of their education. Information regarding professional counselors and other appropriate community agencies is also available through Guidance Services.

**PARKING**

Colleen O'Hara's Beauty Academy does not provide free parking for the students but the city of Santa Ana offers parking permits at a discounted rate for all students, Parking Concept Inc. It's located on 420 N. Main St. Santa Ana CA 92701. Verify in the office. Also for your convenience there is a bus stop located ¼ of the block from the academy, between Main and 4<sup>th</sup> Street.

**LIBRARY**

Colleen O'Hara's Beauty Academy maintains library facilities to address requirements of the programs provided at the school. In addition, public institutions in the area, such as the Orange Public Library, provide our students and staff regular access to library resources. The library staff is capable of accessing on-line resources and is able to assist with electronic retrieval.

Santa Ana Public Library  
26 Civic Center Plaza  
Santa Ana, CA 92701  
(714) 647-5250

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**GRADUATION CEREMONY**

Upon successful completion of the students' designated program, graduates are encouraged to attend a graduation ceremony, as these ceremonies are held to recognize the efforts of graduates.

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**CAREER SERVICES**

Colleen O'Hara's Beauty Academy Career Services Department is a vital part of the student's educational program. Although the securing of positions cannot be guaranteed, the purpose of the department is to actively assist students in obtaining desirable employment.

The Career Services Department assists students and graduates in a broad range of career planning and advising to include; interviewing skills & follow-up, job opportunity generation through job Leads and networking, the full cycle of the hiring process including resumes and job applications, and professional attire workshops.

Students and graduates are encouraged to take advantage of every opportunity to work with the Career Services Department to sharpen their interviewing and presentation skills. Successful employment assistance is dependent upon a mutual effort by both graduates and the Career Services Department.

Graduates are encouraged to aggressively seek employment opportunities on their own, keep records of their contacts, and inform their Career Services Specialist of these efforts.

These employment assistance services are available to all students who successfully complete the requirements for graduation in their respective programs. Employment opportunities may be limited for anyone who has a criminal background.

Colleen O'Hara's Beauty Academy's mission is to provide adult learners with the skills and technical knowledge necessary to qualify for employment in **ENTRY-LEVEL POSITIONS**. **COLLEEN O'HARA'S BEAUTY ACADEMY CANNOT AND WILL NOT GUARANTEE EMPLOYMENT TO ANYONE. THE ACADEMY DOES NOT REPRESENT OR GUARANTEE COMPENSATION LEVELS TO ANYONE.**

An eligible graduate is any student who has:

1. Successfully completed all graduation requirements.
2. Submitted a personal résumé to the Career Services Advisor.
3. Returned all books, equipment, etc. belonging to the Academy.
4. Fulfilled all financial obligations to the academy and attended a Financial Aid Exit Interview, if applicable.

Upon graduation, the following graduate services are provided:

- Interviewing and Job Search Skills
- Résumé Writing
- Placement Assistance

## FINANCIAL AID INFORMATION

### REQUIRED FEDERAL DISCLOSURE INFORMATION

For graduation rates, median debt of graduates completing programs, and other important information, visit [www.californiabeautyschool.com](http://www.californiabeautyschool.com)

### TUITION AND FEES POLICIES

As of 07/01/11 institutional charges for the tuition charges are posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books and supplies for the entire course, will be assessed and posted in the students tuition account within the first payment period. Subsequent charges will be posted as needed. Please refer to "Payment Period Definition".

COSMETOLOGY				
1st Pay Period	2 <sup>nd</sup> Pay Period	3 <sup>RD</sup> Pay Period	4 <sup>th</sup> Pay Period	<b>**TOTAL COURSE INSTITUTIONAL CHARGES</b>
7565	4612.50	4612.50	4612.50	21,402.50

COSMETICIAN		
1st Pay Period	2 <sup>nd</sup> Pay Period	<b>**TOTAL COURSE INSTITUTIONAL CHARGES</b>
6222.50	4800	11,022.50

TEACHER TRAINING		
1st Pay Period	2 <sup>nd</sup> Pay Period	<b>**TOTAL COURSE INSTITUTIONAL CHARGES</b>
4067.50	3050	7117.50

MANICURING		
1st Pay Period	2 <sup>nd</sup> Pay Period	<b>**TOTAL COURSE INSTITUTIONAL CHARGES</b>
3328	2712	6040

### SCHOLARSHIPS

For information regarding awards or scholarships which you may qualify for, please see the Financial Aid link located on the Colleen O'Hara's Beauty Academy website. [www.californiabeautyschool.com](http://www.californiabeautyschool.com)

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**FINANCIAL AID—CONSUMER INFORMATION**

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

- California State Institutional Performance Fact Sheet
- Federal Disclosures
- Right- to- know Act. How are our students doing?
- Gainful Employment Disclosure
- Crime statistics report and procedures – Clery Act
- Constitution & Citizenship Day (Sept 17th)
- Drug and alcohol abuse policy
- FERPA
- Textbook disclosure
- GED Classes availability
- Copyright protection policy
- Admissions disclosure
- Voting Information

These disclosures may be completed annually and distributed on paper (requiring Signatures on forms) in the catalog as part of the financial aid section or on the school website.

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**FINANCIAL AID MECHANISM**

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

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**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.

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**THE U.S. DEPARTMENT OF EDUCATION TITLE IV STUDENT FINANCIAL AID PROGRAMS:**

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

**GRANT (FREE) AID** (This aid does not have to be repaid)

- Federal PELL Grant Program (PELL) \$5,550 maximum annual limit (Does not require repayment)
- Federal Supplemental Educational Opportunity Grant Program (FSEOG)\* (Does not require repayment)

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

- Direct Federal Stafford LOANS
- Subsidized loans (Interest earned while in school and during grace period is covered by the USDE)\*\*.
- Unsubsidized loans (Interest earned while in school and during grace period may be delayed until the repayment period and will be added to the loan balance).
- Parent loans (PLUS) (Interest due from parents as last disbursement on a loan is made)

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

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

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

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

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

Student Guide: [http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

Direct Loan Basics for Students: <http://www.direct.ed.gov/pubs/studentbasics.pdf>

Direct Loan Basics for Parents: <http://www.direct.ed.gov/pubs/parentbasics.pdf>

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### STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

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

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### APPLICATION FOR AID, PROCEDURES AND FORMS

All Colleen O'Hara's Beauty Academy applicants are encouraged to schedule an appointment with the Financial Aid Officer prior to enrollment so that eligibility for financial assistance may be determined. This practice enables applicants to evaluate their options for tuition financing.

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### FINANCIAL AID APPLICATIONS FOR THIS INSTITUTION CONSIST OF THE FOLLOWING:

#### FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances. Website: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

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### FEDERAL PELL GRANT PROGRAM

Funds received under this program are not subject to repayment from the student.

Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 29, of the award year from which aid is requested from, or your last day of enrollment in 2011-2012, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

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

Maximum Annual Award: \$5,500

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

Website: [www.ed.gov/programs/fpg/index.html](http://www.ed.gov/programs/fpg/index.html)

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#### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

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Funds received under this program are not subject to repayment from the student.

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

Maximum Annual Award: \$4,000

Disbursement: Checks are issued to the school and credited to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

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#### FEDERAL WILLIAM D. FORD DIRECT LOAN PROGRAM

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

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#### FEDERAL DIRECT SUBSIDIZED LOAN

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Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

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

Website: <http://studentaid.ed.gov/PORTALSWebApp/students/english/studentloans.jsp>

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#### FEDERAL DIRECT STAFFORD UNSUBSIDIZED LOAN

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

- (1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).
- (2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

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

Dependent student: with Parent loan First level \$2,000, second level \$2,000, Third level \$2,000 (Max aggregate \$8,000)

Dependent student without Parent loan or independent students: First level \$6,000, Second level \$6,000; third level \$7,000 (Max aggregate \$14,000)

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

Website: <http://studentaid.ed.gov/PORTALSWebApp/students/english/studentloans.jsp>

#### DETERMINING NEED

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

Colleen O'Hara's Beauty Academy utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

#### COST OF ATTENDANCE

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

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

#### EXTRA INSTRUCTION CHARGES:

If a student reaches the expected graduation date stated on his/her contract and needs additional time to complete hours and/or operations. Colleen O'Hara's Beauty Academy will extend a courtesy period of additional training limited to three weeks without assessing additional charges. Thereafter, overtime tuition charge will be assessed for the remaining number of hours to complete times the hourly rate of Cosmetology: \$ 11.53, Cosmetician: \$ 16.00, Teacher Training: \$ 10.16, Manicuring \$13.56 per hour. An addendum to the enrollment contract will reflect the hours to complete.

#### AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA

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

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

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

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

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30).

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

Therefore, the institutional policy to select FSEOG recipients is as follows: This institution has a continuing enrollment process in which students start may vary. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year presiding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available.

Based on last year's data, the institution expects an enrollment of 130 new students meeting the "exceptional need" criteria to be enrolled during the 7/1/11 to 6/30/12 period. Therefore, the awards to those students will be \$500-\$1000 through the entire period. As of July 1, 2011, the first selection of SEOG recipients will be made from students with "exceptional need". Students with "exceptional need" are defined by this institution as students that have an expected family contribution (EFC) of Zero (00000) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June).

Both selections will be made from students, whose file has been completed, with no issues pending regarding the students' eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year.

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#### DEFINITIONS RELATED TO FINANCIAL AID:

The following definitions correspond to some common terms used within the financial aid terminology:

##### ACADEMIC YEAR

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A period of not less than 26/30 weeks of instructional time 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 13/15 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

##### CLOCK HOUR:

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A period of 50 minutes of supervised instruction during a 60 minute time period.

##### COST OF ATTENDANCE:

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Institutional charges for tuition, fees, and books combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

##### CREDIT BALANCE:

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

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**DEPENDENT STUDENT:**

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

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**DEPENDENT:**

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

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**EXPECTED FAMILY CONTRIBUTION (EFC):**

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

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**FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:**

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You must be one of the following to receive federal student aid:

- U.S. Citizen
- U.S. National
- U.S. permanent resident who has an I-551 or I-551C (Alien Registration receipt card).
- Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:
  - Refugee
  - Asylum Granted
  - Parole for a minimum of one year that has not expired
  - T-Visa holder ( T-1, T-2, T-3etc)
  - Cuban-Haitian entrant
  - Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking"

IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- G series visa (pertaining to international organizations)

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**INDEPENDENT STUDENT:**

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An individual who meets one of the following criteria:

- (45) Were you born before January 1, 1988?
- (46) As of today, are you married? (Separated but not divorced)
- (47) As of July 1, 2011 will you be graduate or professional student?
- (48) Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
- (49) Are you a veteran of the U.S. Armed Forces?
- (50) Do have children who will receive more than half of their support from you between July 1, 2011 and June 30, 2012?
- (51) Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2012?
- (52) At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
- (53) As determined by a court in your state are you or were you an emancipated minor?
- (54) As determined by a court in your state of legal residence, are you or were you in legal guardianship?
- (55) At any time on or after July 1, 2010, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?

- (56) At any time on or after July 1, 2010, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
- (57) At any time on or after July 1, 2010, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

#### PARENT(S):

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

#### PAYMENT PERIOD:

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

#### NEED

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

#### WITHDRAWALS

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

#### RECOVERIES

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

#### RIGHT TO WITHDRAW AND RECEIVE A REFUND

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The student has the right to withdraw from the course of instruction at any time after midnight of the seventh business day described above in the Right to Cancel. The effective withdrawal date for a student shall be the date the student notifies the Academy in writing of the withdrawal; or the Academy terminates the student's enrollment; or the student fails to attend classes for 21 consecutive school days.

If the student withdraws or is terminated by the Academy, the Academy shall remit a refund as provided in this section, less a Registration Fee of \$100.00 within 45 days following the effective withdrawal date.

#### FINANCIAL AID APPEAL PROCEDURES

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A student whose financial aid is discontinued because of unsatisfactory academic progress will receive official notification from the business office. A student may appeal the decision by submitting a written appeal to the business office within five (5) business days of notification of termination of assistance. The written appeal should include an explanation of any unusual circumstances, which the student believes may have an impact on the reinstatement of the aid. The Director of Education and the Director of Financial Aid will review the student's appeal as well as the student's academic and attendance record. Based on the review, the Director of Education and the Director of Financial Aid will render a decision. Within five (5) business days the student will be notified in writing of his/her financial aid status.

**STUDENT TUITION RECOVERY FUND**

As of February 1, 2010, the State of California, Bureau for Private Postsecondary Education (BPPE) is enforcing the Student Tuition Recovery Fund established by former Section 94944 of the Education Code, and extended by Chapter 635 of the Statutes of 2007, to continue in existence. The law requires the Academy to collect a fee from every new student to be remitted into Student Tuition Recovery Fund (STRF). This fund is administered by the State of California's Bureau for Private Postsecondary Education (BPPE)

The amount of the fee for 2010 is \$2.50 per \$1,000 paid, rounded to the nearest \$1,000.

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 Education (BPPE).

Bureau for Private Postsecondary Education, Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; (916) 431-6959 or (888)370-7589; <http://www.bppe.ca.gov>

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

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
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,
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

You may be eligible for STRF if you are a California resident; prepaid tuition paid the STRF fee, and has suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. 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.
6. 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.

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**RE-ENTRY POLICY**

All students who withdraw in good standing may re-enter into the course of study without the loss of credit for prior hours and projects earned during the prior enrollment. If the student transferred to other institution before returning to Colleen O'Hara's Beauty Academy, those hours and projects earned at that institution may also be credited to the student for the new re-enrollment. Each re-entry is treated on an individual basis. Colleen O'Hara's Beauty Academy reserves the right to reject students that had withdrawn from Colleen O'Hara's Beauty Academy twice before.

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**METHOD OF PAYMENT**

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available from Colleen O'Hara's Beauty Academy and/or, private lenders. Federal student financial aid is available to those that qualify to cover educational expenses. Financial aid may be in forms of grants (no repayment required) and student loans (must be repaid). It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly or weekly installments in accordance to their means. It is also our policy to discourage students from borrowing loan funds unless is necessary. 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 entire educational expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full before graduation.

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**REFUND POLICY**

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**CANCELLATION AND WITHDRAWAL REFUND POLICY**

The enrollment contract agreement forms clearly outline the obligation of both the Academy and the student. All fees are identified in the catalog and on the contract. Any non-refundable items are identified. A copy of the enrollment/contract agreement and data covering costs and payment plan will be furnished to the student before any payment is made. Costs not included in tuition are stated in the catalog and on the enrollment agreement. College O'Hara's Beauty Academy has a definite and written policy for settlement when students discontinue training. If you cancel the enrollment agreement, the Academy will refund any money that you paid, less any deduction for registration fee of \$75, minus a non refundable applicant's fee of \$100 and any equipment received. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or Academy's determination.

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**STUDENTS RIGHT TO CANCEL AND REFUND RIGHTS**

Cancellation: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance at Academy address shown on the front page of the Enrollment Agreement.

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**NOTICE OF WITHDRAWAL**

A student may notify the Academy of the student's desire to withdraw by providing written notice of withdrawal, addressed to the Director of Education. The written notice of withdrawal, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid, or the date the information is delivered to the Academy in person. The written notice of withdrawal need not take a particular form and, however expressed, is effective if it indicates the student's desire to withdraw from the program.

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**DETERMINATION OF OFFICIAL WITHDRAWAL FROM ACADEMY:**

If the student does not notify the Academy that he/she is withdrawing, formal termination shall be based on monitoring of participation determined by the institution. The withdrawal date shall be the last date of recorded attendance. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course on the earliest of: (a) the date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw; (b) Academy terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.; (c)

You fail to attend classes for a three-week period (21 calendar days) and fail to inform the Academy that you are not withdrawing (allows 21 calendar days absence); (d) You fail to return on schedule from an approved Leave of Absence. In this case, the withdrawal date will be the last day attended prior to the start of the approved Leave of Absence, and the institutional determination of withdrawal date will be the scheduled date of return from the approved Leave of Absence. NOTE: When you have a Direct Loan and fail to return from a Leave of Absence, the grace period starts on the last day of attendance before the Leave of Absence.

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#### APPLICATION OF TITLE IV FUNDS REFUND PROCEDURES:

Any refund due a student who is a recipient of Title IV funds, the refund will go towards paying off student loan first, and then any remaining refund will be applied towards the student's Pell account. In accordance with the Federal Aid Handbook 34 CFR 668.22(i) Order of return of Title IV funds, a Academy must return

Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order; up to the net amount disbursed from each source:

1. Unsubsidized Federal Stafford loans.
2. Subsidized Federal Stafford loans.
3. Unsubsidized Direct Stafford loans (other than PLUS loans).
4. Subsidized Direct Stafford loans.
5. Federal Perkins loans.
6. PLUS loans.
7. Federal Pell Grants for which a return of funds is required.
8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a Return of funds is required.
9. Other assistance under this Title for which a Return of funds is required (e.g., LEAP).

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#### RETURN OF TITLE IV POLICY

The Federal Return of Title IV funds formula ("R2T4") dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the Academy and/or the student. The R2T4 formula is applicable to an eligible student receiving federal aid when that student withdraws or is terminated from the Academy. A student's withdrawal date is used to calculate the percentage of the payment period completed and is always the student's last date of attendance/clocked hours.

The date of determination is the earlier of:

- The date the student notifies the Academy of the student's withdrawal or the date of the student's withdrawal, whichever is later.
- The Academy terminates the student's enrollment as provided in the Enrollment Agreement.
- If a student does not return or call from the student's leave of absence the student shall be considered terminated.
- If the student unofficially withdrew, the day after the 21 calendar day of consecutive absence from the Academy.

The amount of Title IV funds earned by the student is based upon the length of time the student is scheduled to complete in the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before 60% of the payment period has been completed. After 60% of the payment period has been scheduled to be complete, 100% of the Title IV funds are earned. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%. The percentage of the payment period completed is calculated by the number of clock hours the student was scheduled to complete in the payment period as of the withdrawal date divided by the total number of clock hours in the payment period. The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

**RIGHT TO LOAN PROCEEDS**

The Academy has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible. If any portion of the tuition was paid from the proceeds of a loan, the refund shall be sent to the lender or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of a loan shall be first used to repay any student financial aid program from which the Student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the Student. Any overpayment of monies disbursed for indirect educational expenses will be based on the percentage of time elapsed over the total time in the award period. The Student will be responsible for the repayment of any such overpayment. Repayments made by the Student will be made to the appropriate Financial Aid fund account and/or student loan lender(s) in proportion to the amount of the benefits received by the Student.

**REGISTRATION FEES, KIT, EQUIPMENT AND SUPPLIES:**

A registration fee not to exceed \$100 is a non refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

**NOTICE TO STUDENT OF LOAN REPAYMENT OBLIGATION:**

(A) If the student obtains a loan to pay for the course of instruction, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

(B) If the student is eligible for a loan guaranteed or reinsured by the state or federal government and the student defaults on the loan:

(i) The federal or state government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

(ii) The student may not be eligible for any other federal financial assistance for education at a different Academy or for government housing assistance until the loan is repaid.

**COURSE CANCELLATION**

If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the Academy shall, at its option: **(A)** Provide a full refund of all monies paid; or **(B)** Provide completion of the course at Academy's in the neighborhood.

All course schedules are subject to change in starting and completing dates. Students will be duly notified. Students will be offered the opportunity to consent as provided by law. In cases where such changes would cause an undo hardship, a refund will be offered. The Academy reserves the right to withdraw a scheduled program if the registration is insufficient to make up a class. All monies paid will be refunded.

**ACADEMY CLOSURE POLICY**

If the Academy closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the student shall be entitled to a pro-rata refund of tuition.

b. If the program is cancelled subsequent to the student's enrollment, and before instruction in the program has begun, then the student shall be entitled to a full refund of all monies paid.

c. At least 30 days prior to closing, the Academy shall notify the Bureau in writing of its intention to close and provide a closure plan. A list of all students who were enrolled at the time of Academy closure, including the amount of each pro rata refund, shall also be submitted to the National Accrediting Commission of Cosmetology Arts & Sciences (NACCAS).

**TERMINATION BY ACADEMY**

A Student may be terminated from the Academy for any infraction or noncompliance with the Academy policies, rules or the Enrollment Agreement.

**COLLECTION POLICY**

If the student is terminated or withdraws from Academy, the Academy shall inform the student of any balance owed to the Academy. The Academy is committed to using ethical business practices in connection with any collection efforts. Collection correspondence shall reference the Academy cancellation and refund policies set forth in this policy.

Our Academy does not use our Accreditation Agency name for any type of Collections efforts. Our Academy does not sell students promissory notes, enrollment agreements to any third party agencies.

**COSMETOLOGY REFUND TABLE**

Course Tuition:	\$18,450.00
Hours in Program:	1,600

Please Note: The refund amounts listed in the refund table, above, assume that the student does not return any supplies and/or equipment for refund. The refund calculation shall be adjusted accordingly to account for the return of supplies and/or equipment, if any. The Academy's institutional policy applies after any applicable return of federal Title IV % of course completed Refund Due:

10%	\$16,605.00
25%	\$13,837.50
50%	\$ 9,225.00
60%	\$ 7,380.00
61%	\$ 0.00

**VERIFICATION PROCESS**

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

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

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

Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

**WHO MUST BE VERIFIED:** The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

**VERIFICATION EXCLUSIONS:** Applicants excluded from verification include:

- Death- Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration- Applicant is incarcerated at the time the verification is to be performed.
- Certain immigration status- Applicant arrived in the U.S. during calendar years 2009 and 2010.
- Certain spouse/parent status: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
- Completed verification- If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
  - Letter stating that the verification process was completed
  - Copy of the application data that was verified, and
  - If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.

- A completed Financial Aid transcript.
- Pacific Island residency status- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address
- No funds disbursed- The applicant will not receive federal aid funds,

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

Data items include:

- Total number of persons in the household.
- The number of members of household enrolled at least half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2010).
- U.S. income tax paid for the base year (2010).

Certain untaxed income and benefits for the base year if certain conditions would apply include:

- Social Security benefits.
- Child support.
- Untaxed payments to IRA or Keogh
- Foreign income
- Earned income credit
- Interest on tax free bonds

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

DOCUMENTATION REQUIRED: Student, spouse and/or parents (as applicable) signed income tax forms (IRS 1040, 1040A, or 1040EZ 1040Telefile and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet 2011-2012. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms.

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#### TIME PERIOD FOR PROVIDING DOCUMENTATION:

Applicants must provide the required documentation within 60 days from the last day of attendance or August 31, 2012, whichever is earlier.

APPLICANT RESPONSIBILITIES: To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.
- Change in dependency status.

Federal PELL Grant applicants, whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.

Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculated. This process does not apply if the change occurs due to marriage.

The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

**CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S):** If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

The student may continue training on a cash payment basis.

The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

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

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

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

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

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#### BANKRUPTCY

Colleen O'Hara's Beauty Academy does not have a pending petition in bankruptcy and is operating as a debtor in possession. Nor has a petition been filed by or against Colleen O'Hara's Beauty Academy within the preceding five years which resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et. seq.)

### Catalog Certification

Colleen O'Hara's Beauty Academy, certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of Colleen O'Hara's Beauty Academy. Colleen O'Hara's Beauty Academy updates this catalog on an annual basis. The Academy also makes every effort to ensure accuracy of the information obtained.

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](http://www.bppe.ca.gov) toll-free telephone number (888) 370-7589 or by Fax (916) 263-1897

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. . You are able to access this catalog by visiting the college's website at [www.californiabeautyschool.com](http://www.californiabeautyschool.com) under "Disclosures"

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

**COLLEEN O'HARA'S BEAUTY ACADEMY OFFICERS & FACULTY ADDENDUM TO CATALOG**

COLLEEN O'HARA'S BEAUTY ACADEMY OFFICERS	
Colleen Buffington, Chief Operations Officer (Owner)	
James K. Buffington, Chief Executive Officer (Owner)	
Sylvia Bautista, Executive Officer Director	
Patrick O'Hara, Chief Marketing Officer	
COLLEEN O'HARA'S BEAUTY ACADEMY FACULTY LISTING	
Jacqueline Hernandez, Director of Education Full time	
Monica Monsanto, Assistant Director of Education Full time	
COSMETOLOGY	
Blanca Bayon Part Time	
Alma Alexa Carabes Part Time	
Judith Carreon Part time	
Elba Escobar Part time	
Alan Gaxiola Part time	
Luz Hernandez Full time	
Carlos Huerta Part time	
Monica Monsanto Full time	
Laurentina Rodriguez Part time	
Blanca Sandoval Part time	
Rosa Sierra Part time	
Rosario Zayas Part Time	
TEACHER TRAINING	
Jacqueline Hernandez Full time	
COSMETICIAN	
Linda Sabori Part time	

**Academy Administration Addendum to catalog****HUMAN RESOURCES:**

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Claudia Restrepo, HR

**ACCOUNTING DEPARTMENT:**

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Tina Bridgewater

**ADMINISTRATIVE ASSISTANT:**

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Claudia Sandoval

**ADMISSIONS:**

---

Patricia Centeno  
Maria D. Hernandez  
Maria A. Hernández  
Mireya Croulet

**CAREER SERVICES:**

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Laura Villarruel

**DEFAULT PREVENTION:**

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Hector Perez

**REGISTRARS/FA**

---

Ericka Cavero

**FINANCIAL AID:**

---

Wendy Rivera, Dir. Fin. Aid  
Elizabeth Pulido

**FRONT DESK:**

---

Betty Gardea  
Betty Godinez

**MAINTENANCE:**

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Honorio Barcenás  
Raymunda Santana Garcia

**CLINIC/LAB COORDINATOR:**

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Alexandra Aria  
Sandra Sanchez

## Tuition Schedule Addendum to Catalog

## TUITION PRICES

Course	Clock Hours	Registration	Books and Supplies	Tuition	Total	STRF*	Total With STRF	Overtime Hourly Rate
<b>Cosmetology</b> SOC CODE 39.5012  CIP CODE 1600  12.0401	1600	\$100.00	\$2,800.00	\$18,450.00	\$21,350.00	\$52.50	\$21,402.50	\$11.53
<b>Teacher Training</b> SOC CODE 39.5012  CIP CODE 12.0413	600	\$100.00	\$900.00	\$6,100.00	\$7,100.00	\$17.50	\$7,117.50	\$10.16
<b>Cosmetician</b> SOC CODE 39.5094  CIP CODE 12.0409	600	\$100.00	\$1,295.00	\$9,600.00	\$10,995.00	\$27.50	\$11,022.50	\$16.00
<b>Manicurist</b> SOC CODE 39.5092  CIP CODE 12.0410	400	\$100.00	\$500.00	\$5,425.00	\$6,025.00	\$15.00	\$6,040.00	\$13.56

**TEXTBOOKS, EQUIPMENT, & SUPPLIES**

## COSMETOLOGY TEXTBOOKS / SUPPLIES

- 1 Dz. Short Jumbo Orchid
- 3 Dz. Jumbo Orchid
- 1 Dz. Short White
- 3 Dz. Long White
- 1 Dz. Short Gray
- 3 Dz. Long Gray
- 1 Dz. Short Pink
- 3 Dz. Long Pink
- 1 Set Smooth Magnetic Rollers
- 1 Set Smooth Magnetic Cone Rollers
- 3Dz. Magic Touch Rollers (Red, Blue, Peach)
- 1 Dz. Boomerang Rods Red
- 2 Dz. Boomerang Rods Green
- 1 Milady's Standard Cosmetology
- 1 Milady's Standard Study Guide
- 1 Shear 5 ½" Ice Tempered
- 1 Brush 7- Rows Nylon Bristles
- 1 Spatula 5" Bag
- 5 Pc. Manicure Set Professional
- 8 Emery Boards 6 ½" 10/Bag
- 1 Eyebrow Tweezers
- 1 Manicure Sticks Birchwood
- 1 Nail Brush Nylon Bristle
- 1 Manicure Bowl
- 1 Tint Bottle Applicator
- 1 Perm Bottle Applicator
- 1 Cleansing Cream 16 oz
- 1 Almond Massage Cream 16 oz
- 1 Balance Luminating Tonic
- 1 Frosting Cap W/Metal Needle
- 2 Pairs Latex Gloves
- 1 Clips 2" Jaws Butterfly Asst.
- 1 Clips Duckbill 12/Box
- 1 Clips Steel Single Prong (AA)
- 1 Clips Steel Double Prong
- 1 Pk. End Wraps Jumbo 2 ½ X 4
- 1 Cotton 10 ft. Celludri Perm
- 1 Nail Polish Kit Prof. Nail Care
- 1 OFRA Alum. Case 20X 20 14 Make Up
- 1 Bag Black Rubber Bands 250 Bands
- 60 Black Bobby Pins
- 60 Brown Bobby Pins
- 60 Silver Bobby Pins
- 1 Set Barfeet 2oz Pedi Pack
- 1 Bag Cotton Balls
- 2 Black Fashion Lashes
- 1 Lashtite Adhesive ¾ oz
- 1 Protein Enriched Cholesterol 1 lb.
- 1 Terry Headband w/Velcro Closure
- 1 Terry Salon Wrap

- 2 Terry Towels Teal 14" X 26"
- 2 Mannequin Samuel Bearded
- 4 Solid Hair
- 1 Wavy Hair
- 1 Mannequin Elizabeth/Solid
- 1 Tail
- 1 Mannequin Base
- 1 Comb Tail
- 1 Comb Sketching
- 1 Comb Cutting
- 1 Comb Graphite 8.5" Cutting
- 1 Comb Graphite 7" Cutting
- 1 Comb Graphite Wide Tooth
- 1 Color Palette
- 1 Brush Cushion Small
- 1 Brush Cushion Large
- 1 7 pc Brushes (Grey Bag)
- 1 Brush Tint Large Black
- 1 Holder Extension
- 1 Shampoo Cape Black W/PP Logo
- 1 Color Bowl W/Pivot Point Logo
- 1 Pivot Point Aluminum Spray
- 1 Cobbler Apron Black W/Logo
- 1 Student ID Pouch
- 1 60 Minute Timer
- 1 Hair Design Book
- 1 Color Design Book
- 1 Texture Book
- 1 Sculpture Book
- 1 GT-5.5 Japans Steel Scissor
- TB-40T Japanese Steel Thinning Shears
- 1 Trimmer
- 1 Forfex Babyliss Pro Clipper
- 1 Flat Iron Babyliss Porcelain Ceramic 450 F 1"
- Titanium Babyliss Pro Curling Iron 1 ¼"
- Babyliss Nano Porcelain Blow Dryer
- 1 Razor Feather
- 3 Black T-Shirt
- 1 Back Pack
- 1 Black Suitcase w/Pivot Point Logo

## TEACHER TRAINING TEXTBOOKS / SUPPLIES

- 7 Brushes 7pc.
- 1 Rat Tail Comb (253)
- 1 Graphite Comb 7" (267)
- 1 Cutting Comb 8 ½" (268)
- 1 Graphite Comb (Wide)
- 1 Shampoo Comb
- 1 Color Palette (301)
- 1 Viola
- 1 Elizabeth
- 1 Base w/Extension for Mannequin
- 1 Forfex Babyliss Pro Clipper
- 1 GT-5.5 Japans Steel Scissor
- 1 TB-40T Japanese Steel Thinning Shears
- 1 Babyliss Nano Porcelain Blow Dryer
- 1 Titanium Babyliss Pro Curling Iron
- 1 Styling Razor w/10 Spares
- 1 Flat Iron Babyliss Pro Porcelain Ceramic
- 1 Forfex Babyliss Pro Outlining & Shaving Trimmer
- 1 Shampoo Cape
- 1 Tint Bowl
- 1 Water Spray Bottle
- 1 Tint Brush
- 1 Binder
- 1 Milady's Standard Cosmetology
- 1 Milady's Standard Study Guide
- 1 Timer
- 1 Tool Bag
- 1 Back Pack
- 1 Student ID Pouch
- 1 Apron

## COSMETICIAN TEXTBOOKS / SUPPLIES

- 1 Pivot Point
- 1 Student Workbook
- 1 Pivot Point Study Guide
- 1 Carrying Case
- 1 Uniform Set
- 1 White Jacket
- 1 Hand Mirror
- 1 Clear Hand Bag
- 1 Body Brush
- 1 Fan Mask Brush
- 1 Comedone Extractor
- 5 pc. Eyebrow Set
- 1 Pencil Sharpener
- 1 individual Lashes
- 1 1/5 oz Lashtite Adhesive
- 1 Lash Strip
- 1 Eyelash Adhesive
- 1 Manicure Brush
- 1 Satin Smooth Student Wax Kit
- 1 Make Up Cape
- 1 Disposable Mascara Wand 25ct
- 1 Make Up Wedges Pack
- 1 Disposable Lip Brushes
- 1 Eye Shadow Applicators
- 1 Almond Massage Cream
- 1 Sea Breeze Astringent
- 5 2 oz Bottles (Black Top)
- 2 4 oz Jars
- 2 3.4 Jar
- 2 1.7 Jar
- 2 5 oz Spray Bottle
- 5 2 oz Bottles (white top)
- 1 Rubber Mixing Bowl Med.
- 3 Qt. Aluminum Bown
- 1 Sterilizer Tray
- 1 Plastic Shower Caps
- 1 Terry Cloth Headband
- 1 Dz. White Towels
- 1 Terry Cloth Salon Wrap
- 1 Precut Facial Gauze
- 1 4X4 Esthetic Wipes
- 1 Cotton Eye Pads
- 1 Cotton Ball Bag
- 1 Cotton Swabs
- 1 Vinyl Gloves
- 1 Make Up Palette
- 1 Make Up Spatula

## MANICURIN TEXTBOOKS / SUPPLIES

- 1 Foam File
- 1 White Buffing Block
- 1 3Way Nail Buffer
- 1 Sanding Block
- 1 Sterilizing Tray
- 10 Bag 6 ½ Emery Boards
- 1 Toe Nail Clipper
- 1 7" Diamond File
- 1 Foot File
- 1 Cuticle Nipper
- 1 Acrylic Nail Tip Slicer
- 1 Cuticle Pusher
- 1 Cuticle Scissor
- 1 Pair Toe % Finger Separator
- 1 Bag Manicure Sticks 12/Bag
- 1 Pair Foam Pedicure Slippers
- 1 Nail Polish Kit
- 1 Manicure Bowl
- Manicure Jar
- 1 Soft Side Traveler Case
- 1 Practice hand/ suction Base
- 1 Practice Finger & Tips
- 1 8oz Instant Hand Cleanser
- 1 ½ oz Cuticle Oil
- 1 Nail Brush
- 1 Nail Tech Jacket
- 1 Bag
- 1 1oz White Powder
- 1 1oz Pink Powder
- 1 1oz Clear Powder
- 1 4oz Nail Liquid
- 1 Professional Brush
- 1 Clear Dampen Dish
- 1 Primer
- 1 UV Sealer
- 1 Lavander Oil
- 1 Diamond File 100/180
- 1 Sundry Buffer
- 1 Reg. White Washable 80/80
- 1 Reg. Zebra 180/180
- 1 Nail Glue
- 1 Natural Tips 100 CT
- 1 Nail Textbook
- 1 Nail Exam Review Book
- 1 Nail Workbook
- 1 Silk Nails Wraps

## PROGRAMS START DATES 2012

COSMETOLOGY ENGLISH/SPANISH	CLASSES DAY	24 HOURS A WEEK	
START DATES	ORIENTATION	WEEKS	END DATES
01/17/2012	01/15/2012	67	04/30/2013
02/28/2012	02/25/2012	67	06/11/2013
04/10/2012	04/07/2012	67	07/23/2013
05/22/2012	05/19/2012	67	09/03/2013
06/19/2012	06/16/2012	67	10/01/2013
07/17/2012	07/14/2012	67	10/29/2013
08/14/2012	08/11/2012	67	11/26/2013
09/11/2012	09/08/2012	67	12/24/2013
10/23/2012	10/20/2012	67	03/04/2014
11/20/2012	11/17/2012	67	02/04/2014
12/18/2012	12/15/2012	67	04/01/2014

COSMETOLOGY ENGLISH/SPANISH CLASSES EVENING	25 HOURS A WEEK		
START DATES	ORIENTATION	WEEKS	END DATES
01/17/2012	01/15/2012	64	04/10/2013
02/28/2012	02/25/2012	64	05/22/2013
04/10/2012	04/07/2012	64	07/03/2013
05/22/2012	05/19/2012	64	08/14/2013
06/19/2012	06/16/2012	64	09/11/2013
07/17/2012	07/14/2012	64	10/09/2013
08/14/2012	08/11/2012	64	11/06/2013
09/11/2012	09/08/2012	64	12/04/2013
10/23/2012	10/20/2012	64	01/15/2014
11/20/2012	11/17/2012	64	02/12/2014
12/18/2012	12/15/2012	64	03/12/2014

COSMETICIAN	ENGLISH	CLASSES DAY	24 HOURS A WEEK
START DATES	ORIENTATION	WEEKS	END DATES
01/17/2012	01/15/2012	25	07/07/2012
02/28/2012	02/25/2012	25	08/18/2012
04/10/2012	04/07/2012	25	09/26/2012
05/22/2012	05/19/2012	25	11/10/2012
06/19/2012	06/16/2012	25	12/08/2012
07/17/2012	07/14/2012	25	01/05/2013
08/14/2012	08/11/2012	25	02/02/2013
09/11/2012	09/08/2012	25	03/02/2013
10/23/2012	10/20/2012	25	04/13/2013
11/20/2012	11/17/2012	25	05/11/2013
12/18/2012	12/15/2012	25	06/08/2013

MANICURING START DATES	ENGLISH ORIENTATION	CLASSES DAY WEEKS	25 HOURS A WEEK END DATES
01/17/2012	01/15/2012	20	06/07/2012
02/28/2012	02/25/2012	20	07/18/2012
04/10/2012	04/07/2012	20	08/26/2012
05/22/2012	05/19/2012	20	10/10/2012
06/19/2012	06/16/2012	20	11/08/2012
07/17/2012	07/14/2012	20	12/05/2012
08/14/2012	08/11/2012	20	01/02/2013
09/11/2012	09/08/2012	20	02/02/2013
10/23/2012	10/20/2012	20	03/13/2013
11/20/2012	11/17/2012	20	04/11/2013
12/18/2012	12/15/2012	20	05/08/2013