

ELITE BEAUTY COLLEGE

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WESTMINSTER, CA 92683

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SCHOOL CATALOG

2012-2013

(July 1ST, 2012 – June 30th, 2013)

*Cosmetology, Teacher Training, Esthetician
and Manicuring*

The Choice is Yours!

ELITE BEAUTY COLLEGE

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APPROVAL DISCLOSURE STATEMENT

ELITE BEAUTY COLLEGE were granted institutional approval from THE BUREAU FOR PRIVATE POST SECONDARY EDUCATION, 2535 Capitol Oaks Dr., Ste. 400, Sacramento, CA 95833, pursuant to California Education Code Section 94311.1. The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post secondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be re-approved every three years and is subject to continuing review.

Approved are the courses:

- **COSMETOLOGY** **1600 HRS.**
- **MANICURING** **400 HRS.**
- **ESTHETICIAN** **600 HRS.**
- **TEACHER TRAINING** **600 HRS.**

Instruction is in residence with facilities occupancy level accommodating (number of students currently enrolled in the school: 150 students) at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

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

- **BOARD OF BARBERING AND COSMETOLOGY**
P.O. BOX 944226
SACRAMENTO, CA 94244
TELEPHONE: (800) 952-5210

- **BUREAU FOR PRIVATE POST SECONDARY EDUCATION**
2535 CAPITOL OAKS DR., STE. 400
SACRAMENTO, CA 95833
TELEPHONE: (916) 431-6959

- **NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS AND SCIENCES**
4401 FORD AVE. STE. 1300
ALEXANDRIA, VA 20302
TELEPHONE: (703) 600-7600

All information in the contents of this school catalogue is current and correct and is so certified true by:
MS. MinhNhat Pham,

Signature: _____

**FROM THE DIRECTOR
WELCOME...!**

Dear Student,

Welcome to **ELITE BEAUTY COLLEGE** and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry. At **ELITE BEAUTY COLLEGE**, we offer you the basic training to pass the Bureau of Barbering & Cosmetology examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success.

It is a pleasure to have you join us at **ELITE BEAUTY COLLEGE**. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,
MinhNhat Pham, Owner

EDUCATIONAL OBJECTIVES and MISSION STATEMENT

At **ELITE BEAUTY COLLEGE**, our primary objective is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the Licensing exams and for our graduates to be able to seek and find employment in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: Hair Stylist, Hair Colorist, Manicurist, Facialist, Make-up Artist, as a Beauty Salon Operator or as an Instructor. Normal progression should move him or her to positions such as Beauty Salon Manager, Beauty Salon Owner, Director, or School Owner.

The quality of **ELITE BEAUTY COLLEGE** faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all cosmetology, manicuring, massage and skin care professions. These exciting activities are carried out in an environment that is characterized by: Spacious, well-lighted facilities, remodeled to meet functional school needs, salon-type equipment especially designed to properly enhance student training. **ELITE BEAUTY COLLEGE** welcomes all persons interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

FACILITIES

ELITE BEAUTY COLLEGE, MAIN CAMPUS is a spacious (5,800 sq. ft) one story modern facilities that are accessible to all public transportation and has many benefits for our staff and students, Both our schools simulates salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. A student area is provided for the students' use with facilities, eating and rest areas. Each student uses a locker to keep his/her uniform and private articles. Our students learn to practice managing the reception desk, logging patrons in, answering the phone and operating the cash register. Our students learn inventory control and assist in operating our supply system. Our objective is to help the student become "salon ready".

FOR HANDICAPPED STUDENTS

Access for handicapped students to the institution's facilities is available at both campuses. This institution does offer special facilities or programs for the handicapped students depending on the physical ability of the individual.

ACCREDITATION

Both of our campuses are accredited by:

**NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS AND SCIENCES,
4401 FORD AVE. STE. 1300; ALEXANDRIA, VA 20302. TELEPHONE: (703) 600-7600**

NACCAS is an agency recognized by the United States Department of Education for Cosmetology Accreditation.

As an Accredited Institution, qualified students may apply for and receive Financial assistance for tuition and other costs.

ADMISSION POLICY AND REQUIREMENTS

Enrollees are admitted as regular students under one of the following criteria:

A) Applicant must have a High School Diploma or its equivalent, (GED, California State Proficiency Test, etc.) and pass an admissions test (Milady) with a minimum score of 60% as stated in the test publisher's guidelines. For a student that has immigrated to the United States and cannot provide an actual copy of the High School Diploma or its equivalent, the applicant will be required to write a statement certifying the completion of High School or it's equivalent.

B) Students lacking the High School Diploma or its equivalent, must be at least 17 years old (Compulsory school attendance in California), must have completed the 10TH grade education level or its equivalent as required by the Bureau of Barbering and Cosmetology and pass an Ability to Benefit exam prior to admission. Students admitted under this criteria, will be required to pass one of the Ability-to-Benefit tests approved by the US Department of Education administered by an independent proctor. Students subject to these criteria are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently, our school is using the **(CPAt Test) Form B or C**. The Secretary of Education, Washington, DC, approves this test.

The passing scores for this test is as follows: Language Usage section (43) or higher, Reading (44) or higher and Numerical Skills (42) or higher. These tests will be administered by an independent agency. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. If you do not pass the exam. re-testing is available after 1 week waiting period and the independent test agency will explain and provide you with the re-testing procedures.

Our school does not recruit student already attending or admitted to another school offering a similar program of study.

STATEMENT OF NON-DISCRIMINATION

ELITE BEAUTY COLLEGE does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, ethnic, area of origin or residence in its admissions, instruction, or graduation policies.

CREDIT EVALUATION AND TRANSFER POLICY

Appropriate credit will be granted for prior training or experience upon review and verification by School officials of its validity under the Cosmetology Act and the Bureau of Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the School will depend entirely on the Bureau of Barbering/Cosmetology.

RE-ENTRY POLICY

All students who withdraw may re-enter into the program without the loss of credit Program hours and provided it is within 5 years from the date of their withdrawal which is an institutional policy. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the School before the student is accepted for re-enrollment.

ENGLISH AS A SECOND LANGUAGE

ELITE BEAUTY COLLEGE does not offer English a Second language ("ESL") course. All prospective students that are accepted for enrollment must be proficient in the English Language.

FRESHMAN CLASS-ENROLLMENT

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. **SEE CURRICULUMS STARTING ON PAGE 24.** The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass licensing examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows: **Cosmetology 200 hrs., Manicuring 80 hrs. Esthetician 100 hrs., ELITE BEAUTY COLLEGE**, considers the freshman classes to be the foundation for your future.

TEXTBOOKS, EQUIPMENT & SUPPLIES

Textbooks and Kit will be issued at the beginning of the freshman class. Each student will be issued a complete kit of equipment with carrying case. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The School is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

CALENDAR/HOLIDAYS

The School is closed on the following holidays: New Year's Day, Wednesday February 9 (Vietnamese's New Year), Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Friday after and Christmas Day. A "special" holiday may be declared for emergencies or special reasons. Holydays of all religious beliefs are respected and allowed. From Monday December 26 thru Saturday December 31, we will close for winter break.

CLASS SCHEDULES FOR 2011-2012

Classes will begin every Tuesday for evening students and for day students, the following programs are offered: Cosmetology, Manicuring and Cosmetician classes.

ORIENTATION CLASS

Orientation classes for all students are held each Tuesday morning at 8:30 am, prior to the start of all new classes. All new students, transfers and re-enrollment students are required to attend prior to admission.

DISCLOSURE OF EDUCATION RECORDS

Adult students, parents of minor students and parents of tax dependent students, have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. School will maintain files for five (5) years. Students are not entitled to inspect the financial records of their parents. Written consent is required by the student (or parent, guardian if student is a minor) before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

GRADUATION DOCUMENTATION

When a student has completed the required theory hours and practical operations with a GPA (Grade Point Average) of "C" (70%) or better and a simulated (mock board), he/he is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate License examination.

PROGRESS POLICY

Considering the varied capabilities of Individual student, some may progress from one phase of training to another at a more rapid pace. However, all student; must satisfactory complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates' will be awarded an appropriate diploma upon completion of their training program.

PLACEMENT

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process follow-up begins. When students take tile licensing examination it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. Our Placement Department assists students in placements as often as needed; however, **the school does not guarantee placement to any student.**

CAREER COUNSELING

Students are counseled individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and Director. Students may request additional counseling sessions at any time.

CAREER OPPORTUNITIES: The licensed Cosmetologist/Message Therapist may choose from a variety of jobs within the Cosmetology field. The following vocations are options that may be considered upon graduation.

- **COSMETOLOGIST:** Professional Stylist, Skin Care Specialist, Makeup Technician, Nail Technician, Platform Artist, Product Representative, Salon Owner or Manager, State Board Member/Examiner, Image Consultant
- **COSMETICIAN/AESTHETICS:** Skin Care Specialist, Makeup Technician, Image Consultant, Product Representative, Salon Owner, Platform Artist, Theatrical Makeup Artist, Aroma-therapist, Retail Specialist
- **MANICURE/NAIL TECHNICIAN:** Nail Care Specialist, Synthetic Nail Technician, Nail Salon Manager, Nail Salon Product Representative, Retail Consultant.

Job Demand in the Cosmetology and Manicure Industry, 2003

In January 2003, there were 1,604,502 professionals employed in the nation's 312, 9.59 beauty salons, barber shops, skin care salons, and nail salons. The typical salon is a small full service salon with 5 stations, 3 full-time professionals and 2 part-time professional. Salon owners report an average of 155 clients per week.

There has been notable growth in the industry since 1999:

- The total number of salon professionals is up 24%,
- The total number of salons is up by 5.6%,
- The number of chairs or workstations is up by 9%,
- The number of employees leaving their positions is down 12%, and
- The number of new hires is up 37% since 1999.

The salon industry is a job-seekers market. Some 56% of the salon owners reporting that they had job openings. More than 572,000 open positions were filled in 2002 with both experienced salon professions changing positions (73% of the new hires) and with inexperienced professionals with less than one year's experience (27% of the new hires). The supply does not appear to be keeping up with demand. Approximately 3 out of every 4 salon owners who looked for new employees in 2002 reported difficulty in finding qualified personnel.

Other key findings

- 59% of salon owners classified their salon as a full-service salon, 18% as a haircutting salon, 4% as a nail salon and 5% as a barber shop.
- 57% of salon employees work full time, 33% are part time (20-35 hours), and 10% are low time (less than 20 hours).
- The average salon income, including tips, is about \$30,000 - 50,000/year.

While manicurists are currently only 10% of the current industry employees (up from 2.6% in 1999), some 16% of the anticipated vacancies are for professionals with those skills.

PERSONAL ATTENTION

Students are given attention assistance at every stage of training from the first day of-enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the Licensing Examination.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands.

STUDENT CLOCK HOUR POLICY

The Board of Barbering and Cosmetology will only recognize time clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. You will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a student attends a 6 hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom. At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly time card. The time card must be signed by the student and the instructor daily. **Instructors may not sign a student in or out.**

Time cards reflect the students weekly & daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and must remain in the school at all times. After clocking in you are required to maintain applied effort, personnel grooming, leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.

TIME CARD CREDIT

The following is a guideline for the instructor to issue credits. 1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category. 2. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated. 3. The portion of the time card concerning operations is to be applied efforts of the students as they manually perform practical operations. 4. Some practical operations may take longer to perform according to the student. The following time frame the Bureau of Barbering & Cosmetology gives for each operation. Shampoo/set = 1 1/2 hours, Facial = 1 1/2 to 2 hours, Hair cut = 1/2 to 1 hour, Permanent Wave = 2 to 2 1/2 hours and Manicure = 1/2 hour Using the above, the Bureau would understandably not consider a student capable of performing more than three permanent waves per day.

SATISFACTORY ACADEMIC PROGRESS (SAP):

This institution expects its students to maintain Satisfactory Academic Progress (SAP) by this institution, the student must:

1. Maintain a cumulative academic average of "C" on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ($2/3 \times 30 = 20$). Regardless of the average level of attendance, students who have more than three consecutive weeks -of absences, (21 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent more than 21 days are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined elsewhere in this catalog. Pages 10-11 School Rules.
3. Complete the course one and one-half (1-1/2) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.
4. Student must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course to be considered as meeting satisfactory progress at the end of an evaluation period will be considered to be making satisfactory progress until the next evaluation.

EVALUATION PERIODS

Student, compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times: (Cosmetology Students only)

- The point at which 25% of the course is scheduled to be completed.
- The point at which 50% of the course is scheduled to be completed;
- The point at which 75% of the course is scheduled to be completed;
- The point at which 90% of the course is scheduled to be completed;
- The point of actual completion, or at which each additional 400 clock hours are scheduled to be completed, beyond graduation date.

Note: The percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement. Example: A student enrolled at 100 hours per month would be scheduled to complete a 600 hour course in 6 months, a 400 hour course in 4 months and a 1600 hours course in 16 months, allowing no absences.

Example: For the 1600 clock hour Cosmetology course, a student will be evaluated at the increments in which the student is scheduled to reach 400, 800, 1200, 1440 Clock hours, if applicable; at the point of which the student is scheduled to reach an additional 500 clock hours beyond scheduled completion, or at actual completion.

Cosmetician and Manicuring students will be evaluated at the point of which 45% and 90% of the course is scheduled to be completed

Example: For the 600 clock hour Cosmetician course & Massage Therapy Course a student will be evaluated at the increments at which the student is scheduled to reach 270 and 540 clock hours.

Example: For the 400 clock hour Manicurist course a student will be evaluated at the increments at which the student is scheduled to reach 180 and 360 clock hours.

For example: A student enrolled in a 40 week, 1600 clock hour program would be evaluated for SAP after the 10th week; the 20th week; the 30th week and the 36th week. These dates would correspond to the point at which the student was scheduled to have completed 400, 800, 1200, and 1440 clock hours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 400 clock hours, or at the time of actual completion of remaining hours, whichever occurs first.

GRADING SYSTEM

Students are e-valuated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at 25%, 50%, 75% and 90% of the course hours completed. This evaluation form reflects the overall Attendance and Academic progress of the student. All other courses consisting of 1000 hours or less students are issued evaluation forms at 45% and 90% of the course hours scheduled to complete. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

ACADEMIC GRADING

100% - 90% A..... Excellent
89% - 80% B.....Above Average
79% - 70% C Average/Satisfactory
69%- Below D Fail

THEORY GRADES FOR PRACTICAL WORK

(GPA 4) 04 POINTS = A
(GPA 3) 03 POINTS = B
(GPA 2) 02 POINTS = C
(GP A 1) 01 POINTS = D
(GPA 0) 00 POINTS = F

ACADEMIC PROBATION

Students who fail to meet SAP standards during a given evaluation period will be placed on academic probation for one additional evaluation period. Students during the probationary period will be considered as making SAP progress during probationary period. Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making Satisfactory Academic/and or Attendance Progress, may be terminated at the discretion of the institution. In the event such students are allowed to continue with instruction, he/she will be reinstated only after the student has reestablished SAP in accordance with the attendance and grading standards indicated in STANDARDS 1, 2, 3 & 4 of this policy. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation.

COURSE INCOMPLETENESS

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction.

APPEAL PROCEDURES

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should be received within (5) days of termination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame (5-10) days and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame.(5-10 days). The decision of the committee shall be final. Students that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be reentered in the• course and will be reinstated. Students accepted for re-entering the program that previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation, of re-entry.

LEAVE OF ABSENCE

(Occasionally, students may experience extended personal, medical or other problems which make it to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program up to 90 days. LOA must be requested in writing by the student and must be approved by the school Director. A LOA request form must be filled out and the date of leave and return must be stated on the form prior to the Director approving the LOA. Do not request a Leave of Absence unless you absolutely need one. Under no circumstances can the school grant more than a single (1) LOA within a 12 month period. Students on LOA's will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed. He/she will be returned to the academic progress status they held prior to the start of the leave of absence, in addition the students original scheduled completion date will be extended to compensate for the time period of the LOA. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of leave. The refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies within 30 days.

ATTENDANCE STATUS

Full time students are required to be enrolled to attend a minimum of 32 hours per week. Half time enrollment requires a minimum of 12 hours per week. Part-time enrollment is defined as more than 12 but less than 24 hours per week. Less than 12 hours per week is less than half time. Students in the Manicuring program may attend up to 12 hours per day. (they must have two thirty (30) minute lunch periods in between the six (six) hours intervals).Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the time allowed.

NOTICE OF STUDENT RIGHTS

1. You may cancel your contract for school, without any penalty or obligation on the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to you at the first class you go to. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy. A different cancellation policy applies for home study or correspondence courses.
2. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
- 3 . If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Post secondary and Vocational Education at the address and phone number below for information.
4. If you have any complaints, questions, or problems which you cannot work out with the school, write or call:

**BUREAU FOR PRIVATE POST SECONDARY EDUCATION
2535 CAPITOL OAKS DR., STE. 400
SACRAMENTO, CA 95833
TELEPHONE: (916) 431-6959**

GRIEVANCE PROCEDURE

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

1. Fill out a grievance form and list all grievances.
2. Deliver all forms to the Director: Mrs. Anh Phuong Bui, at either campus
3. If you are unable to deliver the form to the Director, you may mail the form to the Owner:
Mrs. MinhNhat Pham, 8528 Westminster Blvd. Westminster, CA 92683
4. All grievances regardless of the nature will be turned over to the Owner and reviewed.
5. The Director will evaluate the grievance and set up an appointment with the person within 5 days from receipt of the form. if the grievance is an emergency, it will be addressed within 24 hours.
6. Any grievance that you can not work out with the institution you may contact:

**BUREAU FOR PRIVATE POST SECONDARY EDUCATION
2535 CAPITOL OAKS DR., STE. 400
SACRAMENTO, CA 95833
TELEPHONE: (916) 431-6959**

SCHOOL RULES AND REGULATIONS

1. School hours for are: Day Students - Tuesday through Saturday: 8:30 a.m.-5:00 p.m. Evening Students: Tuesday through Friday 5:00 p.m. - 9:00 p.m. and Saturdays 8:30 am.- 5:00 p.m.. Full and Part-time schedules are available. Students in the Manicuring programs may have a schedule of Tuesday through Saturday: 8:30am – 9:00 pm . First day of class for a new full time student students starts on Tuesday at 8:30 am, and first day of class for a part time new students starts on Tuesday at 5:00 pm.
2. Time cards must be clearly legible. Students must punch only their own timecards.
3. In case of illness or emergency on any day, the student must call in to the School Director to report his/her absence before 8:15 a.m. that morning. Evening students must report absence by 1:00 p.m. that afternoon.
4. Students are required to be in class for roll call promptly at 8:30 a.m. (unless your schedule states a different starting time) in clean, prescribed uniform. Male & Female Students must wear a white Lab Coat, neat and clean, closed toe and heel shoes (canvas type material not allowed).
5. Students appearing in school with their hair not set and neat will clock out. Beauty needs are to be done on the student's own time.
6. A student who is tardy Days (8:38 a.m.) & Evenings (5:08 p.m.), can not clock in until the theory class is over and may not attend the class. Students who are habitually tardy (5 times in one month) will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases.
7. Students will take lunch between 11:30 a.m. and 1:30 p.m. and must be cleared by receptionist at the desk. Students should report to an instructor if they have not had lunch by 1:30 p.m.. Lunch is 30 minutes. Lunch period is each student's responsibility, and must be staggered. (For students in the 12 hour a day program, the second lunch must be taken between 5:00 p.m. and 7:00 p.m.)
8. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Students failing to do so will only receive credit for hours indicated by the time clock. Students are also be required to punch in and out for all breaks on the back of their time cards. A 15 minute break will be given in the morning and for 8 hour students one 15 minute break will be given in the afternoon.
9. No student is allowed to clock out during School hours without permission from the Director. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day his/her time ca'd must be left at the receptionist desk.
10. No gum chewing is allowed in the School at any time. Smoking is allowed in designated area outside of the building.
11. No visitors are permitted in the classroom or student lounge area unless approved by the Director.
12. School business phones may not be used for personal calls. A pay phone is provided for (student) emergency use only. All calls are limited to 3 minutes. You are not permitted to leave a patron answer the phone.
13. Rigid adherence to the rules of sanitation and personal hygiene is required at all times.
14. Students must their keep work station, in class or on the floor, clean and sanitary at all times.
15. A minimum of 1/2 hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day and all articles must be labeled at all times.
16. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.
17. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
18. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
19. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
20. Students are responsible for the return of School materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
21. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
22. A student must attend School on all Saturdays. Days before and after holidays are considered Saturdays. The School reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation of illness.
23. Students have the privilege at all times to consult the management on personal problems. The School positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
24. The School will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.
25. Students must keep a record of hours and services each day as required on the student daily record of applied effort. The School Office will audit weekly time cards. Credit will be given for applied effort only; continuously engaged in training and study of the Branch of Cosmetology for which you are enrolled. An instructor must check all work or credit will not be given. Records must be neat and clear.
26. All students will be expected to maintain an average of 70%o in theory and in all practical subjects. Probationary status will result in case of failure to do so.
27. Only products Furnished by the School may be used unless otherwise approved by the Director.
28. Students are to park only in the area designated by the School. The Director will show you the parking area and where to park during orientation class.
29. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
30. Student must comply with School policy and state rules and regulations.
31. Due to absences, all assignments, tests and homework may be made up. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.
32. Notify office immediately of any address or telephone change.
33. Absence of seven days or more without notification shall be considered cause for suspension. Any student absent more than twenty one days without notifying the Director will be terminated.
34. Students who are absent on theory test day, whether excused or unexcused, or fail to take a theory test must make up the test within the same month the test was given. If the test is not made up within the same month, the test missed will be posted as a **zero** for calculating monthly grade point average.

These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon a possible so that you may become employed as a Cosmetologist, Manicurist, Cosmetician, Holistic Practitioner, & Massage Therapist. Violation of school rules may result in suspension or termination.

TUITION AND SCHEDULE

COURSE	Hours	WKS	R*	REG.	KITS	STRF	TOTAL
			TUITION				
Cosmetology	1600	40-64	\$ 7,200.00	\$ 75.00	\$ 450.00	\$ 17.50	\$ 7,742.50
Manicuring	400	10-15	\$ 600.00	\$ 75.00	\$ 220.00	\$ 2.50	\$ 897.50
Cosmetician	600	15-24	\$ 3,000.00	\$ 75.00	\$ 125.00	\$ 5.00	\$ 3,205.00
Teacher Training	600	15-24	\$ 3,000.00	\$ 75.00	\$ 450.00	\$ 5.00	\$ 3,530.00

*=REFUNDABLE

TUITION REFUND TABLE

COURSE	Hours	10%	25%	50%	75%	90%	100%
Cosmetology	1600	6480.00	5400.00	3600.00	1800.00	720.00	\$0.00
Manicuring	400	540.00	450.00	300.00	150.00	60.00	\$0.00
Cosmetician	600	2700.00	2250.00	1500.00	750.00	300.00	\$0.00
Teacher Training	600	2700.00	2200.00	1500.00	750.00	300.00	\$0.00

Additional Fee: Each Student will be assessed the STRF fee upon enrollment @ \$2.50 per Thousand dollars of tuition paid per student. Please refer to the STRF section on page 2 of this catalog. Example: Tuition charged: \$ 5000.00 x \$2.50 = \$12.50.

Once used, kits are not returnable or refundable due to sanitary considerations. * Above kits prices include 7.50% sales tax. NOTE: Length of time in course depends on number of hours student contracts for on a monthly basis as specified in the Enrollment Agreement. Brush - up (See below)

EXTRA INSTRUCTION CHARGES: Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction: made for the balance of the hours required for the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Cosmetology: \$4.50, Barber: 4.75, Esthetician \$3.10, Holistics: 4.50, Manicurist: \$1.50 and Massage Therapy \$3.00.

BRUSH-UP: Students requiring preparation for the licensing exam will be billed at the course hourly rates, depending on which license they are applying for and a registration fee of \$75.00. Students must furnish their own equipment.

THE SCHOOL RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.

METHOD OF PAYMENT: During our interview of prospective students, the financial advisor will develop a personalized payment program for each individual.

TUITION POLICIES AND FEES: ALL TUITION AND FEES ARE PAYABLE IN ADVANCE unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available.

SCHOLARSHIPS: Our School does not award any institutional scholarships incentives.

RE-ENTRY POLICY

Our Institution does not recruit students already attending another or admitted to another school offering a similar program of study. All students who withdraw may re-enter into the program without the loss of credit of Program hours and provided it is within 5 years from the date of their withdrawal which is an institutional policy. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the School before the student is accepted for re-enrollment.

NOTICE CONCERNING TRANSFERABILITY OF UNITS AND DEGREES EARNED AT OUR SCHOOL:

If you earn degree, diploma, or certificate in our cosmetology program, in most cases will probably not serve as a basis for obtaining a higher-level degree at another college or university. Hours and operations completed are transferable to any other Cosmetology school. Your license would help you to continue and further your education at a university level. Each course of study offered by ELITE BEAUTY COLLEGE is considered to be a single course; therefore, students with an outstanding balance on their tuition account will not be able to receive their transcripts until the account is paid in full.

STUDENT TUITION RECOVERY FUND

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 with the Bureau for Private Postsecondary and Vocational Education. (Bureau)

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

1. The School closed before the course of instruction was completed
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's 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 be eligible for SRTF 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.

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

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guarantee 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 SRTF 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.

To qualify for STRF reimbursement, you must file an STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file an STRF application. If a judgment is obtained, you must file an STRF application within two years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to:

**BUREAU FOR PRIVATE POST SECONDARY EDUCATION
2535 CAPITOL OAKS DR., STE. 400
SACRAMENTO, CA 95833
TELEPHONE: (916) 431-6959**

REFUND POLICY (B.P.P.E.) Bureau For Private Postsecondary Education

A. An applicant not accepted for training by the school shall be entitled to a refund of all moneys paid.

B. If a student (or in case of a student under legal age, his parent or guardian) cancels his/her contract and requests his/her money back in writing by producing a signed dated copy of the Cancellation Notice, within five business days (by midnight) of the first day of classes, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.

C. If the student cancels his/her enrollment after the fifth assessed business day of classes without the student starting classes, he shall be entitled to a refund of all monies paid to the school less a withdrawal fee of \$75. The cost of the kit and supplies are not refundable due to sanitary reasons.

D. Even if you withdraw more than five business days after the start of class, you may be entitled to a partial refund. You have a right to withdraw from school at any time and receive a refund for the part of the course not taken. The amount of that refund shall be "pro-rated" according to the incomplete portion of the course, less the cost of an administrative fee of \$76.00. The amount the school would be allowed to retain would be calculated in the following manner:

Hypothetical Refund Example in accordance to the state pro-rata policy. Assume that a student, upon enrollment in a 1,600-hour course, pays \$5,125.00 for tuition, \$75.00 for registration, and \$300.00, documented cost to school, for equipment as specified in the enrollment agreement and withdraws after completing 600 hours without returning (due to sanitary reasons) the equipment he/she obtained. The pro-rata refund to the student would be \$3,203.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in good condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned and paid by the student.

Hourly refund calculation	Hours of cost	Tuition	Hours paid for but not	Calculation of earned	Refund calculation	Final
Total paid	\$5,600.00					
Tuition	Paid	received	tuition	of tuition	Less:	
<u>\$7,200.00</u>	<u>\$7,200.00</u>	<u>1,600</u>	\$600	1,000	Adm. Fee	75.00
1,600	\$3.203	(600)	X <u>\$3.203</u>	X <u>3.203</u>	Equipment	300.00
=	=	=	=	=	Tuition	<u>1,922.00</u>
\$3.203	1,600	1,000	\$1,922.00	\$3,203	Total refund	<u>\$3,203.00</u>

"Contract Price" reflects the amount of tuition, fees and other costs for which the student has contracted to pay EXCEPT the value of equipment, books, and supplies. ## "Amount Paid for Instruction" reflects the total amount paid to the school for tuition, fees and all other charges for which the student has paid EXCEPT the value of equipment, books, and supplies

RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON PAYMENT OF TUITION: An institution may withhold a student's transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full. CEC Section 94828 per BPPVE Reform Act January 1, 1998.

ENROLLMENT TIME is defined as the hours of attendance, that portion of the course completed on the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded promptly (30 days) after formal cancellation by the student as defined in item B or formal termination by the school, which shall occur no more than 21 days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the will not be returning.

E. Students who terminate prior to course completion will be charged a \$75.00 administrative fee.

F. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a full refund of tuition unless you are enrolled in the field of Cosmetology. If you are, then the following policy will be applied: Cosmetology students hours are transferable from one Cosmetology school to another. The Pro-Rata refund policy will be applied if you have earned any clock hours beyond the Cancellation period of 5 business days. An exception to this policy is as follows: A student whom elects not to accept the verification of training hours or does not elect to pursue a program of cosmetology at another institution shall be entitled to a fall refund of tuition.

G. If a course is canceled subsequent to enrollment, the school shall at its option:

1. Provide a full refund of all monies paid; or
2. Provide completion of the course.

If you receive a student loan (Privately Funded) to cover the cost of the program, any refund you receive will be returned to your lender to reduce your loan debt. If the amount of your refund exceeds the unpaid balance of the student loan(s) you received the excess will first be applied to any other aid programs from which you receiving funding, any remaining balance will then be returned to you.

RECOVERIES & REFUNDS: In any case where a refund is due to the, the application of the refund will be made as follows: to the student and shall be made within 30 days. When a student requests a transfer to another school, the institution will prepare all of the academic and financial documentation requested by the student.

Accrediting Commission Formula:

This institution is required to follow the California State refund formula in calculating refunds. Therefore, since the calculations under the state refund policy results at all times more favorable to the student than the calculations under the accrediting commission refund policy formula, the accrediting commission refund policy formula is not followed by this institution.

Student Rights and Responsibilities

The student has the right to ask the school:

- * The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped.

It is the student's responsibility to:

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.

- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

ADMISSIONS INFORMATION AND HOURS

ADMISSIONS

Applicants for Admissions may secure information on Tuesday through Friday between 10:00 a.m.- 4:00 p.m. Person to contact:

Mr. Ngau Vo.... Admissions (714) 896-9847 (Main Campus)

Mr. Khanh Bui.. Admissions (714) 741-0700 (Branch Campus)

FINANCIAL

Applicants or students may secure Financial information Tuesday through Fridays between 10:00 a.m. - 4:00 p.m.

Person to contact: Ms. Yen Bui...Financial Advisor (714) 896-9847 at the Main Campus

PLACEMENT ASSISTANCE

Wednesday and Thursdays between: 10:00 a.m. through 12:00 p.m.

Person to contact: Ms. Sharlene Vo..... Placement (714) 431-0700

DRUG ABUSE PREVENTION PROGRAM

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

Any individual associated with **ELITE BEAUTY COLLEGE** who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

**CHARTER HOSPITAL
6060 PARAMOUNT BLVD.
LONG BEACH, CA 90805
1-310-220-1000**

COURSES OF STUDY

Cosmetology Course	1600 Hours	(DOT # 332.271-010, CIP # 12.0403)
Manicuring Course	400 Hours	(DOT # 331.674-010, CIP # 12.0409)
Cosmetician Course	600 Hours	(DOT # 332.271-010, CIP # 12.0406)
Teacher Training	600 Hours	(DOT # 075.127-010, CIP # 12.9999)

Cosmetology Course

(1,600 Clock Hours)

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction 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. Such technical instruction and practical operations shall include:

Minimum Specified Practical Operations Hours:

10	Disinfection	200	Wet Hair Styling
40	Thermal Hair Styling	80	Permanent Waving
20	Press and Curl	80	Hair Cutting
25	Chemical Straightening	50	Hair Coloring
20	Hair Bleaching	10	Manual Facials
20	Scalp and Hair Treatments	15	Chemical (Skin Peels, Masks and Scrubs)
15	Electrical Facials	20	Eyebrow Arching and Hair Removal
10	Make Up Applications	10	Complete Pedicure
15	Water and Oil Manicures	50	Artificial Nail Tips
50	Liquid and Powder Brush-on	20	Nail Wraps and Repair

Subject Of Technical Instruction:

Minimum Hours of Technical Instruction

1.	The Barbering and Cosmetology Act and the Bureau's Rules and Regulations	20
2.	Cosmetology Chemistry: <ul style="list-style-type: none"> ▪ The chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. ▪ The elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. 	20
3.	Health and Safety/Hazardous Substances: <ul style="list-style-type: none"> ▪ Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics. ▪ Training in communicable diseases, including HIV, AIDS, and Hepatitis B 	20
4.	Theory of Electricity in cosmetology: <ul style="list-style-type: none"> ▪ The nature of electrical current, principles of operating electrical devices, and various safety precautions used when operating electrical kit 	5
5.	Disinfection and Sanitation: <ul style="list-style-type: none"> ▪ Procedures to protect the health and safety of the consumer as well as the technician. ▪ The ten requirement operations shall entail performing all necessary functions for disinfecting instruments and kit as specified in Section 979 and 980. ▪ Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and kit 	20
6.	Bacteriology, Anatomy, and Physiology	15
7.	Wet Hair Styling: Hair analysis, shampooing, finger waving, pin, curling, comb-outs.	25
8.	Thermal Hair Styling <ul style="list-style-type: none"> ▪ Hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling. A. Thermal Styling B. Press and Curl 	20
9.	Permanent Waving: <ul style="list-style-type: none"> ▪ Hair analysis, chemical and heat permanent waving. 	20
10.	Chemical Straightening: <ul style="list-style-type: none"> ▪ Hair analysis and the use of sodium hydroxide and other base solutions. 	20
11.	Hair Cutting: <ul style="list-style-type: none"> ▪ Hair analysis and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting. 	20
12.	Hair Coloring and Bleaching: <ul style="list-style-type: none"> ▪ Hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. (Shall not include credit for color rinses.) 	40
13.	Scalp and Hair Treatments: Hair and Scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.	5
14.	Facials: <ul style="list-style-type: none"> ▪ Manual – Cleansing, scientific manipulations, packs and masks ▪ Electrical – The use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes. (However machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.) ▪ Chemicals – Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling. 	5 10 10
15.	Eyebrow Arching and Hair Removal: <ul style="list-style-type: none"> ▪ The use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair. 	10
16.	Make-Up: <ul style="list-style-type: none"> ▪ Skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes. 	15
17.	Manicuring and Pedicuring: <ul style="list-style-type: none"> ▪ Water and Oil Manicure, including nail analysis, and hand and arm massage. ▪ Complete Pedicure, including nail analysis, and foot and ankle massage. ▪ Artificial Nails <ol style="list-style-type: none"> 1. Liquid and Powder Brush-on 2. Artificial Nail Tips 3. Nail Wraps and Repairs 	5 5 10 10 5

Additional training will be given in the following subjects matters:

Salon management, communication skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards.

Preparing a resume, employment development, modeling, desk and reception care and other subjects relating to Cosmetology field.

Cosmetology Performance Objective:

1. Acquire knowledge of laws and regulations of California's cosmetology establishment practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry and theory.
4. Acquire business management techniques common to cosmetology.

Potential occupations after completion:

Hair stylist, Esthetician, manicurist, make-up artist, cosmetic or beauty product representative and some areas of dermatology and plastic surgery.

Skills to be developed:

The proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face and hands prior to all services to determine any disorders. Learn the procedures and terminology used in performing all cosmetology services. Learn the application of daytime and evening make-up to include the application of individual and strip eyelashes. Learn the proper procedure of manicuring to include water and oil manicure and pedicuring. Learn the Application of brush-on nails, nail wraps, and nail tips.

Attitudes and appreciation to be developed:

Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

Requirements for satisfactory completion of course:

Students have completed Theory and Operations required by Bureau of Barbering and Cosmetology with a grade average of "C" (70%) or better.

Graduation requirements:

When a student has completed the required Theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better he or she is awarded a certificate certifying his or her completion. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examinations.

Licensing requirements:

Applicants must be 18 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

Esthetician

(600 Clock Hours)

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

Minimum Specified Practical Operations Hours:

10	Disinfection and Sanitation	40	Chemicals (Skin Peels, Packs, Masks and Scrubs)
40	Facials – Manual	10	Hair Removal and Eyebrow Arching, Tweezers
60	Facials – Electrical	40	Wax and Depilatories
		40	Make-up

Subject Of Technical Instruction:

Minimum Hours of Theory Instruction

1.	The Barbering and Cosmetology Act and the Bureau's Rules and Regulations	10
2.	Cosmetology Chemistry Related to Esthetician Practices: <ul style="list-style-type: none"> The chemical composition and the purpose of skin care preparations. 	10
3.	Health and Safety/Hazardous Substances: <ul style="list-style-type: none"> Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics. Training in communicable diseases, including HIV, AIDS, and Hepatitis B 	20
4.	Theory of Electricity in cosmetology: <ul style="list-style-type: none"> The nature of electrical current, principles of operating electrical devices and various safety precautions used when operating electrical kit. 	10
5.	Disinfection and Sanitation: <ul style="list-style-type: none"> Procedures to protect the health and safety of the consumer as well as the technician. The <u>ten</u> requirement minimum operations shall entail performing all necessary functions for disinfecting instruments and kit as specified in Section 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and kit 	10
6.	Bacteriology, Anatomy, Physiology, Skin Analysis and Conditions	15
7.	Facials: <ul style="list-style-type: none"> Manual – Cleansing, scientific manipulations, packs and masks Electrical – The use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes. (However machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.) Chemical – Chemical skin peels, packs, mask and scrubs. Training shall emphasize that only non-living, upper-most layer of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling. 	20 30 20
8.	Eyebrow Arching and Hair Removal: <ul style="list-style-type: none"> The use of wax and depilatories, electric or manual for the removal of superfluous hair. Tweezers 	20 5
9.	Make-Up: <ul style="list-style-type: none"> Skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes. 	20

Additional training will be given in the following subjects matters:

Salon management, communication skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards. Preparing a resume, employment development, modeling, desk and reception care and other subjects relating to Cosmetology field.

Esthetician performance objective:

Acquire knowledge of laws and rules regulating California Cosmetology establishments practices and understand sterilization procedures.

Acquire the knowledge of general theory relative to skin care, including anatomy, physiology, chemistry, and theory relative to practical procedures and perform and acquire business management techniques common to Esthetician.

Potential occupations after completion:

Make-up artist, cosmetic or beauty product representative and some areas of dermatology and plastic surgery.

Skills to be developed:

The proper use of implements relative to all skin care, make-up, facials, eyebrow arching and hair removal. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the facial skin, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of facials, make-up, eyebrow arching, and hair removal.

Attitudes and appreciation's to be developed:

Appreciate good workmanship common to esthetics, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

Requirements for satisfactory completion of course:

Student shall have satisfactorily completed Theory and Operations required by Bureau of Barbering and Cosmetology with an average grade of "C" (70%) or better.

Graduation requirements:

When a student has completed the required theory hours and practical operations in Esthetics with a GPA of "C" (70%) 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.

Licensing requirements:

Applicants must be 18 years of age or older and have completed the 10th grade. An Esthetics license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

Manicurist Course

(400 Clock Hours)

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person:

Minimum Specified Practical Operations Hours:

10	Disinfection and Sanitation	40	Water and Oil Manicures
20	Complete Pedicures	80	Acrylic, Liquid and Powder Brush on Nails
60	Nail Tips	40	Nail Wraps and Repairs

Subject Of Technical Instruction:

Minimum Hours of Theory Instruction

1.	The Barbering and Cosmetology Act and the Bureau's Rules and Regulations	10
2.	Cosmetology Chemistry Related to Manicuring Practices: <ul style="list-style-type: none"> ▪ The chemical composition and the purpose of nail care preparations. 	10
3.	Health and Safety/Hazardous Substances: <ul style="list-style-type: none"> ▪ Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics. ▪ Training in communicable diseases, including HIV, AIDS, and Hepatitis B 	15
4.	Disinfection and Sanitation: <ul style="list-style-type: none"> ▪ Procedures to protect the health and safety of the consumer as well as the technician. ▪ The ten requirement minimum operations shall entail performing all necessary functions for disinfecting instruments and kit as specified in Section 979 and 980. ▪ Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and kit 	10
5.	Bacteriology, Anatomy, and Physiology	10
6.	Water and Oil Manicures, including Hand and Arm Massages	15
7.	Complete Pedicure, including Foot and Ankle Massages	10
8.	Application of Artificial Nails: <ul style="list-style-type: none"> ▪ Acrylic, Liquid and Power Brush-Ons ▪ Nail Tips ▪ Nail Wraps and Repairs 	15 10 15

Additional training will be given in the following subjects matters:

Salon management, communication skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards. Preparing a resume, employment development, modeling, desk and reception care and other subjects relating to Manicuring field.

Manicurist performance objective:

Acquire knowledge of laws and rules regulating California Cosmetology establishments practices and understand sterilization procedures.

Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures and perform and acquire business management techniques common to manicurist.

Potential occupations after completion:

Manicurist, product representative and company demonstrator.

Skills to be developed:

The use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

Attitudes and appreciation's to be developed:

Appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

Requirements for satisfactory completion of course:

Student shall have satisfactorily completed Theory and Operations required by Bureau of Barbering and Cosmetology with an average grade of "C" (70%) or better.

Graduation requirements:

When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) 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.

Licensing requirements:

Applicants must be 18 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

CURRICULUM FOR THE TEACHER TRAINEE COURSE (Cosmetology) (600 Clock Hours)

The curriculum for students enrolled in a teacher trainee course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Cosmetology Instructor. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the trainee demonstrating his/her abilities as a Teacher in a classroom environment:

Minimum Specified Practical Operations Hours:

50	<u>Organization Techniques</u>
50	<u>Lesson Planning</u>

Subject Of Technical Instruction: Minimum Hours of Theory Instruction

1.	The Barbering and Cosmetology Act and the Bureau's Rules and Regulations	10
2.	Preparatory Instruction: A) Instructional Techniques: methods of instruction, lecture, demonstration; performance, communication skills; instructional aids; and use of questions to promote learning. B) Organization techniques: 4 step teaching method, performance objectives and learning domains, etc. C) Lesson Planning: subject, title, outlines, development and visual aids. D) Techniques of evaluation: purpose of test; types of test, text administration, scoring and grading, etc.	40 30 60 10
3.	Conducting classroom and technical instruction and demonstration for three (3) or more students on all practices of cosmetology	200
4	Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory	100

Additional training will be given in the following subjects matters:

Salon management, communication skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards. Preparing a resume, employment development, modeling, desk and reception care and other subjects relating to Cosmetology field.

50

Teacher Trainee performance objective:

Acquire knowledge of laws and rules regulating California Cosmetology establishment's practices and understand sterilization procedures. Acquire the knowledge of general theory relative to teaching methodology and development of lesson planning.

Potential occupations after completion:

Instructor of Cosmetology, Master Educator, Supervisor of School, Potential Owner of School or company demonstrator. ...

Skills to be developed:

Be able to teach all areas of Cosmetology to students in all areas of the cosmetology field.

Attitudes and appreciation's to be developed:

Appreciate good workmanship common to teachers, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with students, patrons and colleagues.

Requirements for satisfactory completion of course:

Student shall have satisfactorily completed Theory and Operations required by Bureau of Barbering and Cosmetology with an average grade of "C" (70%) or better.

Graduation requirements:

When a student has completed the required theory hours and practical operations in Teaching with a GPA of "C" (70%) 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.

Licensing requirements:

Applicants must be 18 years of age or older and have completed the 12th grade, and have a Cosmetology License. A Cosmetology Instructor's license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

GRADING SYSTEM

Students are **evaluated** on a **regular basis on theory, practical and clinical work**. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at 25%, 50%, 75% and 100% of the course hours completed. This evaluation form reflects the overall Attendance and Academic progress of the student. All other courses consisting of 1000 hours or less students are issued evaluation forms at 50% and 100% of the course hours scheduled to complete. This evaluation form reflects the overall Attendance and Academic progress of the student.

Students must maintain a "C" (70%) average to maintain satisfactory academic status.

The system detailed below is the system utilized in the school.

ACADEMIC GRADING

100% - 90%	A..... Excellent
89% - 80%	B.....Above Average
79% - 70%	CAverage
69% - 60%	DSatisfactory
59% - 00 %	F.....Fail

THEORY GRADES FOR PRACTICAL WORK

(GPA 4)	04 POINTS = A+
(GPA 3)	03 POINTS = A
(GPA 2)	02 POINTS = B
(GP A 1)	01 POINTS = C
(GPA 0)	00 POINTS = D

ELITE BEAUTY COLLEGE

FACULTY QUALIFICATIONS/ORGANIZATIONAL CHART

Owner / Director
Mrs. MinhNhat Pham

Admissions
Diep Lisa Nguyen
Truc do
Thien Pham

Placement
Loan Loan

Hue Luu

Instructors
MINHNHAT THI PHAM, DAVID NGUYEN, DOMINICK PHAM, TRANG NGUYEN,
KATHY PHAM, HANH PHAM, DUONG NGUYEN,

COSMETOLOGY EDUCATIONAL FACULTY QUALIFICATION LIST

MINHNHAT THI PHAM Licensed Cosmetologist BPPVE Certificate of Authorization	INSTRUCTOR SINCE 1998 SINCE 2003
DAVID NGUYEN Licensed Cosmetologist BPPVE Certificate of Authorization	INSTRUCTOR SINCE 1997 SINCE 2000
DOMINICK T. PHAM BPPVE Certificate of Authorization	INSTRUCTOR SINCE 2002
HANH PHAM Licensed Cosmetologist BPPVE Certificate of Authorization	INSTRUCTOR SINCE 2004 SINCE 2005
KATHY PHAM Licensed Cosmetologist BPPVE Certificate of Authorization	INSTRUCTOR SINCE 2004 SINCE 2005
TRANG NGUYEN Licensed Cosmetologist BPPVE Certificate of Authorization	INSTRUCTOR SINCE 2004 SINCE 2005
HUE LUU Licensed Cosmetologist	ADMISSION SINCE 2006
LAM LOAN Licensed Cosmetologist	ADMISSION SINCE 2006

Directions on how to get to Elite Beauty College

Elite Beauty College:

FROM THE 405 FWY, EXIT ON GOLDENWEST ST. EXIT, GO TOWARDS THE 22 FWY; ON WESTMINSTER BLVD, MAKE A RIGHT, ARRIVE AT 8528 WESTMINSTER BLVD, WESTMINSTER, CA.