

Coastline Beauty College

Catalog

1/01/2012-12/31/2012

Campus Location

10840 Warner Ave. Suite 207
Fountain Valley, CA 92708
Phone: (714) 963-4000
Fax: (714) 963-4884
Website www.coastlinebeautycollege.com

Accreditation

National Accrediting Commission of Cosmetology Arts and Science (NACCAS)
4401 Ford Ave. Suite 1300
Alexandria, VA 22302-1432
Phone: (703) 600-7600
Fax: (703) 379-2200
Website www.naccas.org

Approved by

Bureau for Private Postsecondary Education (BPPE)
Physical Address: 2535 Capital Oaks drive, Suite 400, Sacramento, CA 95833
Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818
Phone (916)431-6959, Toll Free (888)370-7589, Fax (916)263-1897
Web site: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov

Board of Barbering and Cosmetology (BBC)
2420 Del Paso Road Suite 100
Sacramento, CA 95834
1-800-952-5210
Fax (916) 575-7281
Website www.barbercosmo.ca.gov

U.S. Department of Education
400 Maryland Ave, SW
Washington, D.C. 20202
Phone (800)872-5327
Website www.ed.gov

Approval Disclosure Statement

Coastline Beauty College, as a for-profit corporation was granted institutional approval to operate from the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code Section §94802. Approval to operate means compliance with state standards as set forth in this chapter. This approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operated indicates that the institution exceeds minimum state standards as set forth in this chapter.

The following programs are approved:

Program	CIP Code	SOC Code	O NET	Occupational Title	Clock Hours	Month	Inst. Wks.	Award
Cosmetology	12.0401	39-5012	39-5012	Hairdressers, Hairstylist and Cosmetologists	1600	10-16	40-64	Diploma
Manicuring	12.0410	39-5092	39-5092	Manicurists and Pedicurists	400	3-4	10-15	Diploma
Cosmetician	12.0408	39-5094	39-5094	Skin Care Specialists	600	4-6	15-24	Diploma
Massage Therapy III	51.3501	31-9011	31-9011	Massage Therapists	100	1-1.5	4-6	Diploma
Massage Therapy II	51.3501	31-9011	31-9011	Massage Therapists	300	2-3	9-14	Diploma
Massage Therapy I	51.3501	31-9011	31-9011	Massage Therapists	600	4-6	15-25	Diploma
Holistic Health Practitioner	51.3501	31-9011	31-9011	Massage Therapists	1000	6-10	25-40	Diploma

CIP Codes: US Department of Education regulations as of July 1, 2011, require the institution to identify programs by Classification of Instructional Programs (CIP) Code, with links to the US Department of Labor/Employment and Training Administration's Occupational Information network. For more information for CIP codes please visit web site at www.nces.ed.gov/ipeds/cipcode.

SOC Codes: NACCAS accrediting agency policies as of July 1, 2011, require the institution to identify programs by Standard Occupational Classification (SOC) Codes. The SOC system is used by Federal statistical agencies to classify workers into occupational categories. For more information regarding SOC codes please visit internet web site at [www. Bls.gov/SOC/](http://www.Bls.gov/SOC/). Also visit at <http://www.onecenter.org/overview.html> regarding occupational title for course of study.

O NET: The O NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. Utilizing the SOC Codes, O*Net provides easy to read career reports that include the most critical on-the-job tasks and skills. Job seekers can also find local salary information and training opportunities. For more information regarding O*Net please visit the website at <http://www.onetcenter.org/overview.html>

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 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, (phone) 888.370.7589 or (fax) 916.253.1897.

As a prospective student, you are encouraged review this catalog prior to signing an enrollment agreement. Catalog also available CBC web site at www.coastlinebeautycollge.com. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

If you are unable to understand the terms and conditions of the enrollment agreement due to English not being your primary language, you have right to bring a translator. It is at your discretion to make sure that the translator is qualified.

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 Website (www.bppe.ca.gov).

Coastline Beauty College update catalog annually, if any change is institution policies and procedures or government agencies rules and regulations catalog should be updated time that made changes. All information contained in this College Catalog is current and correct and is certified as true.

Tom Do
President

**In the continued efforts to better serve its education purposes in a complex and changing world, Coastline Beauty College reserves the right to modify or to change any or all programs, policies, and procedures described in this publication.*

Legal Control

Coastline Beauty College (CBC) is a private, postsecondary institution. It is organized and operated as a California corporation known as Coastline Beauty College, Inc. The Corporation operates under the laws of the State of California, Orange County, and the City of Fountain Valley. The College is in compliance with all local, state, and federal laws and regulations.

Non-Discrimination Policy

CBC is committed to providing educational programs to all eligible students regardless of race, creed, ethnicity, religion, national origin, sex, age, disability, or medical condition, except under special circumstances that would constitute either an occupational limitation or a limitation in participation in the program offered.

Limited English-speaking students, who are otherwise eligible, will not be excluded from any program.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar to whom the request was submitted, that School official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the School to amend a record should write the School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The School discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Equal Opportunity Act

The School complies with Title IX of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964), Section 504, Rehabilitation Act of 1973, and the American with Disabilities Act of 1993.

Administrative Prerogatives

The School reserves the right at any time to make changes as necessary in regulations and fees and cancel any course if registration does not justify continuance of the program. Any decision made in these areas would only be performed within the guidelines of federal, state and local agencies.

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About the College

Welcome to Coastline Beauty College

It is a pleasure to introduce you to Coastline Beauty College (CBC). We are focused upon career training for a student's successful professional future. We offer courses that address the occupational needs of the industry, utilize modern equipments, and employ a caring staff of professionals.

CBC maintains a long-term commitment to its students. The relationship between the College and its students begins with the introductions of intensive career classes, which continues throughout the program and beyond graduation with job placement assistance.

Mission Statement

CBC is committed to student success through preparing students to pass the Licensure Exam in order to become successful professionals in the fields of the Cosmetology Arts/Science and Massage Therapy.

Educational Objectives

Our objective is to provide each enrolled student with a high-quality program, in an environment conducive to attaining all the basic skills to pass the licensing exam to become employable in the fields of Cosmetology Arts/Sciences and Massage Therapy. Upon completion of the course of study the graduate student should be able to function effectively and gain entry level employment in one of the many specialty areas: hair stylist, hair colorist, manicurist, make-up artist, esthetician, massage therapist, holistic health practitioner or as a beauty salon operator. Normal progression should move him/her to positions such as beauty salon manager, owner, Cosmetology instructor, supervisor, director or school owner.

Facilities and Equipment

CBC occupies approximately 9000 sq feet in a spacious air-conditioned; two story modern facility that is accessible by public transportations. The facility consists of many classrooms for each program of study at CBC and contains equipments and supplies sufficient to meet the needs of the course of the students.

CBC is in a well-designed building to assimilate a salon environment for the sole purpose of beauty education. CBC is equipped with the modern visual and teaching aids, possessing the type of professional beauty equipments in keeping with top salons in United States, including extensive shampoo facilities and chair hair dryers and blow dryer stations in addition to the workstations provided for students. The school maintains a reference library containing many audio and visual aid, books, periodicals and magazines for the use of the staff and Student body. Staff and students are to utilize the materials in conjunction with assigned school text books to augment their classes with additional material and in the up-dating and creation of their class lesson plans. Student must sign the materials out and must sign them back in upon their return. Students are responsible for the materials they check out and may be charged for any materials not returned. Administrative and counseling offices are on-site. CBC provides lockers, restrooms and break room areas for use of students.

The building is equipped with heating and air conditioning systems, well lit and furnished in a highly professional manner. It is free from distracting noises. Entrances and exits are located so that the building can be cleared quickly and safely in an emergency. Several restaurants are located less than a half block away from the College, in the same shopping center.

All instruction is provided on campus. There are periods of clinical and externship dependent upon the particular program.

The reference library, which consists of appropriate texts, reference books, videotapes, and computers, is located next to the administrative office.

The instructional classrooms for the Cosmetologist contain equipments designed to assist the students' learning to become integral members of the business world. Equipments include: dermal lights for giving instruction in skin care and electrical facials, mannequins, time clocks, shampoo bowls, dryers, facial chairs/couches, manicure stations, electrical cap and thermal hair straighter.

Hours of Operation

Monday through Friday from 9:00 a.m. to 5:30 p.m.

Academic Calendar

Programs of study begin and end on varying schedules and according to their length. The beginning and end date of each program for which a student enrolls is noted on the enrollment agreement. Programs usually start on every Monday of the week.

Holidays

CBC observes the following holidays during which the school is closed and there will be no classes.

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving break and Christmas break.

ORGANIZATION CHART

ADMINISTRATION

Tom Do	President/CEO
Cindy Cho	Director of Administration

ADMISSIONS DEPARTMENT

Tracy Tran	Admissions Director
Kim Hoang Vu	Admissions Representative/Registrar

FINANCIAL AID DEPARTMENT

Jae B. Lee	Financial Aid Director
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BUSINESS OFFICE

Tracy Tran	Business Officer
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JOB PLACEMENT DEPARTMENT

Dennis Do	Job Placement Officer
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INSTRUCTORS

COURSE TO TEACH

QUALIFICATIONS

Dung Kim Vu	Cosmetology Instructor	Cert. Instructor by the BPPVE Cert# COAFS-04-370326 Licensed Cosmetologist for 15 Yrs. Cosmetology Instructor for 10 years
Cu Van Le	Manicuring Instructor	Cert Instructor by the BPPVE Cert# COAFS-06-383393 Licensed Manicurist for 10 Yrs. Manicuring Instructor for 8 Yrs
Hop B. Pham	Cosmetician Instructor	Cert. Instructor by the BPPVE Cert# COAFS-06-386196 Licensed Cosmetician for 7 Yrs. Cosmetician Instructor for 9 Yrs
Van Nam Chau	Massage /Holistic Practitioner Instructor	Cert. Instructor by the BPPVE Cert# COAFS-07-390084 Massage Therapist for 6 Yrs. Massage Therapy Instructor for 4 Yrs
Duong T. Nguyen	Cosmetology Instructor	Cert. Instructor by the BPPVE Cert # COAFS-07-387901 Licensed Cosmetologist for 19 Yrs. Cosmetology Instructor for 19 Yrs
Mary Martinez	Cosmetology Instructor	Cert. Instructor by the BPPVE Cert # COAFS-04-373045 Licensed Cosmetologist for 12 Yrs. Cosmetology Instructor for 12 Yrs
Tracy Tran	Cosmetology Instructor (Substitute)	Cert. Instructor by the BPPVE Cert# EROO-568TET2002 Licensed Cosmetologist for 6 Yrs. Cosmetology Instructor for 6 Yrs

Admissions

Pre- Enrollment Information and General Rules

Each prospective student receives a catalog and consumer information. Although general rules are reviewed during orientation, students are individually responsible for knowledge of all College rules and regulations including student conduct, attendance, make-up work, termination, etc. published in this catalog or communicated by the administration via written notices. Students must be aware that criteria for admission and/or graduation may differ depending upon the individual program. Some programs demand more stringent requirements than others. For more detailed information, contact the respective department. Each student receives a syllabus when class starts. The syllabus contains methods and practices used in each of the academic departments in order to facilitate the students' learning process.

Admission Requirements

The general requirements for admission to The CBC are as follows:

1. All applicants must take and pass a standardized entrance test. In addition, applicants must:
2. have a high school diploma or the equivalency: or
3. pass a standardized test that measures the student's ability to be successfully trained if they are beyond the age of compulsory school attendance (18 years old or over) in the State of California. This standardized test is referred to as the Ability-to-Benefit (ATB) test.

High School Program Completion

It is possible to complete a certificate program without earning a high school diploma. Many individuals, however, may want to obtain a high school diploma or its equivalent for personal employment reasons.

The following educational agencies may be contacted regarding obtaining the high school diploma, GED test and/or certificate of proficiency:

California State University Fullerton	(714) 278-2487
Coastline Community College	(714) 241-6184
Garden Grove Unified School District (Chapman Adult Education Center)	(714) 663-6520
Huntington Beach Adult/Alternative School	(714) 842-4779
Santa Ana Centennial Education Center	(714) 241-5720

Admission Procedures

Applicants are advised to call the College for an appointment to discuss admission requirements and procedures. Each applicant will be interviewed individually so that the College may better understand the career goals of the applicant, and the applicant can better understand the programs of the College.

As part of the admissions procedures, all applicants are required to:

1. complete an application for admission;
2. take and pass the College's entrance test which is designed to measure the applicant's aptitude to successfully complete the educational program for which the applicant has applied. Specific testing requirements are detailed in the Capacity-to-Benefit-from-Instruction and the Ability-to-Benefit policy sections of this catalog; Student must show English language proficiency. A passing score on either the CPAT admissions test or the Wonderlic Ability-to-Benefit test will be acceptable in showing English language proficiency.
3. have an interview with a representative of the Admissions Department;
4. have an interview with a Financial Aid Officer prior to completing the enrollment process to discuss payment plans;
5. complete all necessary paperwork for admission;
6. receive a catalog and School performance Fact Sheet
7. take a tour of the facility.

Upon completion of the admission procedures, the student will be notified of the College decision regarding admission.

During the interview, certain disclosures such as completion and placement rates of graduates will be made. In addition, tuition and payment plans, and the applicant's professional and educational goals will be discussed. Once the student is provided with a College catalog, it is the responsibility of that student to familiarize himself/herself with all the College rules and comply with the contents of the catalog. The CBC through appropriate action, reserves the right to change any provision or requirement at any time within the student's term of training. The provisions of this publication do, however, supersede any previously stated provisions either written or oral.

The school does not recruit student who are already attending or admitted to another school offering a similar program of

study.

Capacity to Benefit Test (CTBT) Policy

The Bureau for Private Postsecondary Education, State of California requires that all prospective students take and pass a standardized test, Capacity-to-Benefit-From-Instruction (CTBT) prior to enrollment, which is designed to measure the student's ability to be successfully trained. This College utilizes Career Programs Assessment (CPAT-C) test to satisfy this requirement.

Ability to Benefit (ATB) Policy

Effective July 1, 1991, the Higher Education Technical Amendments of 1991 (P.L. 102-26) amended the Higher Education Act of 1965 to require postsecondary students who do not have a high school diploma, or its equivalent, to pass an independently administered examination that has been approved by the Secretary of Education before receiving Title IV Federal financial aid. Such examinations are intended to establish that students have the ability to benefit from postsecondary school training programs. This testing has become known as the "Ability-to-Benefit" or ATB testing. Strict compliance with Student Assistance General Provisions; Final Rule dated December 1, 1995 is mandatory in qualifying students for Title IV Federal financial aid.

The College uses the Wonderlic Basic skill Test published by "Wonderlic." The Secretary of Education, Washington, DC, approves this test. The passing score for this test is Verbal 200 and Quantitative 210. This test 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 a (1) week waiting period and the independent test agency will explain and provide you with the re-testing procedures.

The students, who pass the Ability-to-Benefit test, do not have to take the Admission test.

Transferability of Credit; Credit for Experiential Learning, Previous Education, and Work Experience Requirements

Students previously enrolled in an accredited school of Cosmetology may submit their academic records to CBC for review and possible transfer of credit. In lieu of accepting transfer credit, the College may:

- 1) Accept the transfer credit based upon a review of the official transcript from an accredited institution provided those courses are part of the College's approved curriculum for that program of study. and/or
- 2) Administer a comprehensive exam for each course that measures and affirms the student's previous education and training experience. A score of 75% or better is required for each such exam in order to receive credit for that particular course. It may be necessary to administer a series of examinations both in theory and hands-on in order to validate the granting of credit for experiential learning, previous education, and work experience. If a satisfactory result is achieved, the student's training period may be reduced proportionately. Students who are granted such credit may have their tuition reduced proportionately. CBC has not entered into an articulation or transfer agreement with any other college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDIT AND CREDENTIAL EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Coastline Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma or certificate) you earn in your course of study is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or your entire course works 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 Coastline Beauty College to determine if your (credit or degree, diploma or certificate) will transfer.

Class Size

Classes do not generally exceed a ratio of one (1) instructor/lecturer to forty (40) students for lecture classes and a ratio of one (1) instructor to thirty (30) students for practical classes.

Drug and Alcohol Abuse policy

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW.
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties, which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug, related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Ocean Hills Recovery Inc
Counseling/Business Office
32238 Paseo Adelanto, Suite A
San Juan Capistrano, CA 92675
Telephone 877-845-7983, Fax 949-388-4625

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

Campus Security Information

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/07 and 12/31/09

Report Distribution Date: October 1, 2011 Occurrences within the 2008, 2009, and 2010 Calendar Years

Crimes Reported	2008	2009	2010	Location: C=Campus N=Non-campus P=Public	* Hate Crime?
Murder (Includes non-negligent manslaughter)	0	0	0		
Negligent manslaughter	0	0	0		
Sex offenses (forcible & non-forcible)	0	0	0		
Robberies	0	0	0	N/A	N/A
Aggravated assaults	0	0	0		
Burglaries	0	0	0		
Motor Vehicle Thefts (on Campus)	0	0	0		
Arson	0	0	0		

Number of arrest made for the following crimes	2008	2009	2010	Referred for campus disciplinary action? (Yes) (No)
Liquor Laws	0	0	0	
Drug laws	0	0	0	N/A
Weapons Possession	0	0	0	

***Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.**

- This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing "911". For non-emergency incident reporting, call (714) 593-4485 for Fountain Valley Police Department.
- All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).
Annual disclosure of Crime Statistics Report is prepared with the statistics obtained from the city of Fountain Valley Police Department and the institution's "Daily Incident Log."
- Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and

employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

4. Current policies concerning campus law enforcement are as follows:
 - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.

The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a. Do not leave personal property in classrooms.
 - b. Report any suspicious persons to your institutional official.
 - c. Always try to walk in groups outside the school premises.
 - d. If you are waiting for a ride, wait within sight of other people.
 - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
 - f. The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students.
 - g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Coastline Beauty College "Daily Incident Log." The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. (*Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education*).
11. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

Tuition and Refund Policy

Tuition Policy

The program cost is the total charge to the student, which includes the registration fee, tuition, books and supplies. The registration fee is non-refundable, unless student cancels, and is due when the Enrollment Agreement is signed. Tuition is disclosed and agreed upon at the time of enrollment. All terms and obligations are reflected in the enrollment agreement.

Tuition is due and payable on the first day of class unless other arrangements have been made with the school. Payments must be made consistently and on time, otherwise late payment penalties may be assessed.

Tuition Charges

COURSE	TUITION	REGISTRATION FEE*	KIT & SUPPLIES	STRF*	TOTAL CHARGES
COSMETOLOGY	8,400	75,00	800.00	23.00	9,298.00
COSMETICIAN	3,300	75,00	400.00	10.00	3,785.00
MANICURIST	250,00	75,00	125.00	1.00	451.00
MASSAGE THERAPY III	600.00	75.00	200.00	3.00	878.00
MASSAGE THERAPY II	1,800.00	75.00	200.00	5.00	2,080.00
MASSAGE THERAPY I	3,300.00	75.00	300.00	10.00	3,585.00
HOLISTIC PRACTITIONER	5,500.00	75.00	300.00	15.00	5,790.00

*Registration Fee and STRF Fee are non-refundable.

Extra Instructional Charges

Students are expected to complete their training within the maximum time allowed as specified in the Enrollment Agreement. If the student exceeds the time frame, an extra instruction charge will be made for the balance of the hours required for the completion of the course

Brush-Up

Students requiring preparation for licensing exam will be billed at the course hourly rate, plus the reg. fee of \$75.00. Students must furnish their own equipment.

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 CBC 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. 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.

Comparable Tuition/Program Information

Students may receive comparable program information related to tuition and program length by contacting:

National Accrediting Commission of Cosmetology Arts and Sciences
4401 Ford Ave. Suite 1300
Alexandria, VA 22302
Phone (703)600-7600 Fax (703)379-2200
Website: www.naccas.org

Students Right to Cancel

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**), whichever is later.

Cancellation occurs when the student gives written notice of cancellation to the school at the address specified in the notice of cancellation. If the notice of cancellation is mailed, postage prepaid and properly addressed, then the notice of cancellation is on the date of the postmark, if the postmark falls within the cancellation period. The College will refund any consideration paid by the student. College may refund supplies or equipment costs, if returned in new condition within 30 days. If the student fails to return the equipment within the 30-day period, the College may keep that portion of the monies paid equal to the cost of the supplies or equipment, and the College shall only refund the remaining balance.

If the school does not accept an applicant, he or she is entitled to refund of all monies paid, with the exception of a non-refundable registration fee and STRF fee. If a course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school will provide a full refund of all monies paid.

REFUND POLICY: After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student.

A registration fee of \$ 75.00 and STRF fee is 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.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. 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. See Refunds section below. 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 school's determination.

Enrollment Not Accepted: All funds paid will be returned if the student is rejected for enrollment

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

School Closure: If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for the prompt completion of the course at schools in the neighborhood no additional charge. 3. BBC will notify students individually of the availability of these arrangements or teach-out plans and advertise them as such. 4. Submit the list of students and their subsequent arrangements to NACCAS and dispose school records in accordance with state laws.

Hypothetical Refund Example: The following table outlines the refund due based on percentage of training completed, using scheduled hours, assuming you paid following:

Total Tuition	Less Registration fee	Less Kit/books	Less STRF fee	Tuition Cost
\$9,298.00	\$75.00	\$800.00	\$23.00	\$8,400.00

Tuition Cost	Hours in Course	Hourly charge	Tuition Paid	Hours attended	Tuition owed	Refund due
\$8,400.00	1600 Hours	\$ 5.25/ Hour	\$8,400.00	600 Hours	\$3,150.00	\$5,250.00

TREATMENT OF TITLE IV FUNDS IF A STUDENT WITHDRAWS FROM THE COURSE

As of 10/7/00, Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the course of study. Simply stated, if the student withdraws before the sixty percent of the payment period in course, the student would have earned the same percentage of aid received. For example, if the student withdraws at fifty percent of the payment period, the student would have earned only 50 percent of the aid received or eligible to have received. To determine the percentage completed, the scheduled hours of class or the actual hours attended (if less than seventy per cent of scheduled hours) will be divided by the total hours in the payment period. Unearned aid will be returned to the programs in accordance to the guidance described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid. Delinquent school accounts will be assigned to a collection agency. Collection agency expenses will be added to the balance owed to the school.

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

The date you notify the Registrar office of your intent to withdraw. Only the Registrar office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

RETURN OF TITLE IV

Return of Title IV: Special note to students receiving Pell grants, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned.

Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may 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. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

REFUND OF FINANCIAL AID FUNDS: This formula determines the percentage of time that the student completed of the payment period or enrollment period in a course at the time of the student's withdrawal. This percentage is then applied to the amount of Federal Funds from the Title IV programs that the student received or could have received in the same payment period or enrollment period. The result of this calculation is defined as earned funds. If the student received more than the earned amount, the overpayment is called unearned funds and must be returned to the programs in the following order:

- 1 Pell Grant
- 2 Federal Supplemental Education Opportunity Grant (SEOG)
- 3 Student

If the calculation shows that the student owes funds to the grant programs, the liability of the student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by student. A student does not have to repay a grant overpayment of \$25 or less per program. These funds are due from the student within 45 days. If not paid in that time and if the student has not made arrangements with the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

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

POST WITHDRAWAL DISBURSEMENT: If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, and then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion.

Once this calculation is finalized, the institution will then perform a **second and different calculation** using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation

Federal Student Aid (FSA)

Based on a combination of approvals, authorization, and accreditation, our students at Coastline Beauty College (CBC) are eligible to apply for and receive Federal PELL Grant (FPELL) while attending the college. FPELL is a gift from Federal Government for the students who qualify. Students do **not** need to pay back the FPELL.

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 college 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. If you obtain a loan to pay for an educational program, you will be responsible to repay the full amount of the loan plus interest, less amount of any refund, and that, if the student has received federal student aid funds, the student is entitled to a refund of the money not paid from federal student aid program funds.

*CBC currently is not offering Federal Student Loan at this time.

GENERAL FINANCIAL AID INFORMATION

If you wish to apply for FSA or you have questions, or you need sections of the Catalog clarified, contact the Financial Aid Office (FAO) at the school. Additional information regarding the Federal Student Aid programs may be found in "Funding Education Beyond High School" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center at 1 (800) 433-3243, TTY 1 (800) 730-8913, or logging on to the Internet at <http://studentaid.ed.gov>.

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.

USDE TITLE IV STUDENT AID PROGRAM:

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

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

Federal PELL Grant Program (FPELL) \$5,550 maximum annual limit (Does not require repayment)

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) web site http://studentaid.ed.gov/students/publications/student_guide/index.html

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Complete a FAFSA (Free Application for Federal Student Aid) or apply on line
- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- 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 aged 18 through 25);
- Have a high school diploma (or foreign equivalent); have a GED; have completed home schooling at the secondary level; have passed a Department approved ability-to-benefit test.

APPLICATION FOR AID, PROCEDURES AND FORMS

Financial aid application for CBC is 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 FAO. Forms and assistance in completing them are available at SABC during school hours. In addition to the FAFSA, SABC requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

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

Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by August 29, of the award year from which aid is requested from, or your last day of enrollment in 2010 - 2011, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected. More information about the FAFSA application is available at www.fafsa.ed.gov

Renewal Process: An SAR or ISIR is valid for one award year (July 1 to June 30 of the following year), and it 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.

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

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.

DE 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 (SAR) with the calculation of the Expected Family Contribution (EFC).

COST OF ATTENDANCE

The total amount it will cost a student to go to school. This institution uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION (CSAC)**.

Elements included in the budget:	Tuition	Actual cost
	Registration Fee	Actual cost
	Books and supplies	Actual cost
Living cost allowance (monthly figures):	Student living with parents	Student Living off campus
Room and board	\$4,347	\$10,063
Transportation	\$1,071	\$ 1,206
Personal/misc.	\$3,114	\$2,853

VERIFICATION OF INFORMATION

CBC is required by USDE to verify certain applications that are selected by Central Processing System (CPS). In rare instances, CBC's FAO may elect to verify the application to resolve any questions he/she may have regarding what has been reported on the FAFSA or other documents provided in the student's file.

Verification requirements are applicable only to FSA recipients.

CBC has chosen to verify 100% of its **selected** applications.

CBC will request the student's/parents' federal income tax return of applicant who is selected for verification by USDE. The applicant must submit a copy of signed tax return(s) if filed in order to complete the verification requirement.

The CPS matches the application data to several databases, including the National Student Loan Data System (NSLDS), to flag certain items. Items, which are questioned, must be resolved before disbursing funds to the student.

When the USDE processes an application, it uses the applicant's social security number, name and date of birth to perform several edits with federal databases. Certain data match edit can result in comment code, or "C" code, that are indicated on the Institutional Student Information Record (ISIR) and must be researched and cleared prior to federal aid processing. If a "C" code is present on the ISIR, FAO will request documentation from the student to determine eligibility.

CBC's FAO is required to resolve any conflicting information for an applicant. Conflicting information is not exempt from verification requirements.

CBC will not disburse FSA funds until the student has completed required verification. No interim disbursement will be made. The student will be advised completion of the verification process.

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.
 - a. 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

- b. Copy of the application data that was verified, and
- c. If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.
- d. 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).
 - a. Certain untaxed income and benefits for the base year if certain conditions would apply include:
 - b. Social Security benefits.
 - c. Child support.
 - d. Untaxed payments to IRA or Keogh
 - e. Foreign income
 - f. Earned income credit
 - g. 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.

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 statuses change during the Award Year must file a correction application. 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:

- a. The student may continue training on a cash payment basis.
- b. The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete.

- c. 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.

DEFINITIONS RELATED TO FINANCIAL AID:

ACADEMIC YEAR: A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours/24 Semester credit hours/36 Quarter credit 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/12 semester credit hours/36 quarter credit 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/Semester credit hours/Quarter Credit 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: A period of 50 to 60 minutes of supervised instruction during a 60 minute time period.

COST OF ATTENDANCE: Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

CREDIT BALANCE: 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 for budgeting their own funds and for securing that the funds are used for education related expenses.

DEPENDENT STUDENT: 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.

DEPENDENT: 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.

EXPECTED FAMILY CONTRIBUTION (EFC): 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.

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

- a. U.S. Citizen
- b. U.S. National
- c. Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:
- d. Refugee
- e. Asylum Granted
- f. Parole for a minimum of one year that has not expired
- g. T-Visa holder (T-1, T-2, T-3etc)
- h. Cuban-Haitian entrant
- i. 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)

INDEPENDENT STUDENT: An individual who meets one of the following criteria:

1. Were you born before January 1, 1988?
2. As of today, are you married? (Separated but not divorced)
3. As of July 1, 2011 will you be graduate or professional student?
4. Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
5. Are you a veteran of the U.S. Armed Forces?
6. Do have children who will receive more than half of their support from you between July 1, 2011 and June 30, 2012?
7. 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
8. 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?
9. As determined by a court in your state are you or were you an emancipated minor?
10. As determined by a court in your state of legal residence, are you or were you in legal guardianship?
11. 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?
12. 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?
13. 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): 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: 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: Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

WITHDRAWALS: 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 a

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.

FINANCIAL AID-CONSUMER INFORMATION:

In an effort to assist the student in making a more educated decision about enrolling, the CBC provides the following disclosure on either in paper, catalog and web site.

- Institutional Performance Fact Sheet
- How are our student doing
- Gainful Employment: will be available on the CBC web site at www.coastlinebeautycollege.com
- Net Price Calculator: will be available on the CBC web site at www.coastlinebeautycollege.com
- Admission Disclosure
- Crime statistics report and procedures
- Drug and alcohol abuse policy
- FERPA
- Textbook disclosure
- GED Class availability
- Voting Information

Satisfactory Academic Progress

CBC established and maintains Satisfactory Academic Progress (SAP) policy in compliance with regulations applicable to the school for all Title IV students attending the school. It is the same for all students within a program and within the same attendance schedule. Attendance and academic progress will be evaluated in determining a student's SAP.

Attendance Policy

Students must attend classes according to their established schedules. Frequent tardiness and/or absences are cause for disciplinary action such as probation or dismissal. Students with twenty-one consecutive days of absences, in any program of study, will be withdrawn. In addition, students who fall below 70% attendance will be placed on attendance probation with specific terms and conditions, and are allowed a maximum of thirty days to raise their attendance to meet the required percentage. The students are notified of the attendance probation in writing and are counseled. At the end of the thirty-day period, if the student's attendance is still below the minimum required, the student may be terminated. The student may appeal to the Director of Education for an extended probationary period if mitigating circumstances are presented in a documented form. If a student is terminated due to unsatisfactory attendance, he/she may appeal to the Director of Education for re-admittance.

1. **Absences** - Attendance is taken on a daily basis. Students are advised to call the school to inform their instructor of their absence. If the instructor is not available, leave a message on their voice mail.
2. **Tardiness/Leaving Early** - Tardiness is a disruption of a good learning environment and is discouraged. Frequent tardiness without legitimate reasons may be cause for disciplinary action. Students arriving fifteen (15) minutes late for a class or leaving fifteen (15) minutes early prior to the end of class will be considered "tardy" or "left early". Three "tardies" or "left earlys" constitute an absence, which may affect the student's overall attendance and must be made up.
3. **Make-up Assignments/Tests/Time** - Regularly scheduled class hours, missed assignments, test and/or retests may be made up if the following conditions are met: *
 - 1) Make-ups must be completed no later than 30 calendar days from the scheduled date of the missed class, assignment or test.
 - 2) Make-up of scheduled class hours (attendance) must be cleared through the Registrar's Office.
 - 3) Make-up of assignments. The appropriate instructor must approve tests or retests.

***The above conditions are also subject to departmental schedules, policies and procedures.**

Leave of Absence

A Leave of Absence (LOA) is approved only if the school can reasonably expect that the student will be able to come back to school at the end of the leave. Recipients of Title IV funding should contact Financial Aid Office before taking a leave of absence, as financial consequences may be involved. Generally only one leave of absence, not exceeding 180 days, may be granted to a student in a 12-month period. However, more than one leave of absence may be granted for the limited, well-documented cases due to unforeseen circumstances as described below.

Provided that the total number of days of all leaves of absence does not exceed 180 days in any 12-month period, a student may be granted additional leave of absence as follows.

- Additional leave of absence, if the school determines that it is necessary due to unforeseen circumstances. This type of leave of absence would have to be subsequent to the granting of the single leave of absence, which is granted at the school's discretion.
- Subsequent leave of absence in well documented circumstance for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993 (FMLA) (public Law 103-3), enacted February 5, 1993. The circumstances that are covered under the FMLA, as applied to students, are as follows:
 - Birth of a son or daughter of the student and the need to care for that son or daughter (for 12 months beginning on the date of birth of the child)
 - Placement of a son or daughter with the student for adoption or foster care (for 12 months beginning on the date of the placement)
 - Need to care for the student's spouse, child, or parent, if the spouse, child, or parent has a serious health condition
 - A serious health condition that makes the student unable to function as a student

The leave of absence does not have to be a single continuous period of time. It could include interruptions. A student may be granted a multiple-period LOA for a single reason only if the student makes such request initially. This type of LOA will be treated as a single occurrence of LOA.

Students requesting a LOA must submit a signed and dated LOA request form. If the student is unable to come to school, the student can call the Registrar and request LOA verbally. In this case, the school should receive a signed and dated request form within 21 days from the last days of attendance. The Request for LOA can be obtained at the Registrar's Office. If a student fails to return from the LOA, the student would be withdrawn from the school the following day for the scheduled return date. For the students receiving Title IV funding, this will result in a significant financial consequence.

Clock Hour Policy

The Board of Barbering and Cosmetology will only recognize time clock punched hours of attendance. 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 -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), the half hour must be deducted from your daily total and you must clock in and 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.

Instructors may not sign a student in or out, and if a student does not clock in or out at lunch one hour (1) for lunch will be deducted. If an error is made on the student time card the instructor will draw a line through the error and make the correction and the student and instructor must initial the change. At the completion of the day, a new 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 next day's time card. The time card must be signed by the student and the instructor daily.

Time cards reflect the student 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, professional grooming and remain in the building; reading material not related to your training or involving in activity not related to your training is not tolerated. If this occurs you will be ask to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your suspension or termination.

Time Card Credit

The following is a guideline for the instructor to issue credits: Each Theory credit must be initialed in the proper category. If that category is complete, the instructor may issue credit in another category. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated. The portions of the time card concerning operations are to be applied efforts of the students; as they manually perform a practical subject. Some practical operations may take longer to perform according to the student. Note the following time frame the Board gives for each operation:

▪ Shampoo/Set = 1½ hours	▪ Scalp Treatment = ½ to 1 hour
▪ Permanent Wave = 2 to 2 ½ hours	▪ Facial = 1 ½ to 2 hours
▪ Manicure = ½ hour	▪ Hair Cut = ½ to 1 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 Policy

1. Satisfactory Academic Progress

The schools general grading policy in order to determine satisfactory progress is as follows:

- 90% - 100% (A) Excellent
- 80% - 89% (B) Good
- 70% - 79% (C) Satisfactory
- 60% - 69% (D) Unsatisfactory
- 0% - 59% (F) Fail

Grade point average required for certifying completion of each program is a minimum cumulative passing grade of 70%. Please note: Some programs demand more stringent requirements than others. Consult your instructor for additional information.

Students will be evaluated at the end of each increment in accordance with rules and regulations governing Federal Student Aid.

Cosmetology: when a student completes 450, 900, 1250 and 1600hrs.

Holistic Health Practitioner: when a student completes 450, 900 and 1000hrs.

All the other programs: when a student completes 50% and 100% of total clock hours.

2. **Unsatisfactory Progress -**

CBC adheres to the following procedure for unsatisfactory progress:

- If a student's grade point average is under 70% (unsatisfactory), the student is placed on academic probation for a period of thirty days. The student is notified and must meet the specific terms and conditions noted on the probationary slip. During the probation period, a student is considered to be making satisfactory academic progress. At the conclusion of the probation, the student's progress will be evaluated. If progress has not been achieved due to mitigating circumstances, the probation may be continued for another thirty days with the approval of the Director of Education or the Associate Director. If satisfactory progress is not achieved upon the completion of sixty days of probation, the student will be terminated. The student will be notified of the termination in writing.
- Unsatisfactory progress may result in additional tuition charges assessed to the student. If certain classes/courses need to be repeated, or the student does not complete his or her program on time, the College may charge the student for additional educational expenses. Students may only repeat the same class/course once throughout the program, and must be able to complete the program in the maximum timeframe allowed, which is **1 & 1/2 times (150%)** the length of the program of study.

3. **Re-Establishing Financial Payment Plan -** A student who is placed on suspension is responsible to continue payments according to the Financial Payment Plan as stated on the enrollment agreement.

The student in writing may request reinstatement. The following departments subsequent to academic counseling with the Director of Education, the Registrar, and Financial Aid Administrator will review such requests.

4. **Re-Entry Procedure -** Any student who requests re-entry to The CBC must first complete a Re-entry Clearance Form from the Registrar's Office, which will be processed and reviewed for approval prior to the re-entry. Students may only re-enter the College once.

Additionally, students who are dismissed or terminated must present a written appeal demonstrating evidence that the condition(s) that caused the dismissal/termination has been rectified before re-entry to the College may be considered. Reinstated students will be treated as a new student in Financial Aid procedure.

5. **Maximum Time Frame -** All students must complete their program of study in a period of time not to exceed one and one-half times the period specified on their enrollment agreement. At the midpoint of the academic year, the College will assess the quantitative progress of each student. At the time of these assessments, the College will determine whether a student has successfully completed the minimum percentage of work allowing completion of the program within the established time frames.

The College utilizes its computerized student tracking system on a regular basis in order to generate reports that clearly identify the quantitative measurements for completion of a program of study within the 150% of the time. The College assesses such reports and determines whether a probationary status with specific terms and conditions will allow the student to complete the program of study without exceeding the 150% timeframe.

6. **Course Withdrawals -** The College does not allow subject or course withdrawals within a program.

7. **Course Repetitions -** If a student is required to repeat a course, both the original and the repeated course are considered as courses attempted. In computing the grade point average, the credits for the course with the higher grade will be counted. The student may be charged for courses that they must repeat.

8. **Non-Credit Remedial Courses -** The College does not offer non-credit remedial courses.

9. **Class Cancellations -** Administration reserves the right to cancel any class if the number of students falls below the minimum accepted. Class cancellations may occur during the first week of the scheduled class days, in which case the College will refund all monies due if applicable.

Attitude, Attire, Grooming

Cosmetology is primarily about providing customer service and satisfaction. Success in this industry is dependent on your ability to present yourself well in appearance, presentation, attitude and having the skills to make your customers want to make referrals to you and return to you herself. To truly succeed in this industry you have to treat each and every customer as if your entire career depended on her.

While a student in school, in addition to learning basic cosmetology skills and techniques, you will be expected to conduct and present yourself in a professional manner through good attire, grooming and attitude at all times.

Attitude— The single most important aspect required to succeed in the industry. You can be one of the best skilled hairdresser, esthetician or manicurist in the industry, but if you don't have a good attitude, you will never be a success. With a good attitude you will develop people skills and good working habits that will drive you to succeed. A good attitude will help keep you on track and consistent with motivating your clients, your employees, and yourself. A good attitude means treating others with respect at all times and always making the customer feel good about herself and your service.

Attire— While in school, students must follow the school dress code. The basic dress policy specifies solid white or solid black per clothing article (no prints, logos, writing, stripes, etc.): long pants (ankle length, no jeans or tights), shirts/blouses (to

the pants waistline) or dresses, a solid white uniform top; flat, comfortable, with closed toes and heels walking shoes and no head covering. Clothing must not be excessively loose or tight and all apparel must be clean and pressed (with no excessive stains). Facial jewelry should be avoided or kept to a minimum while in school. Detailed attire policies will be provided upon your enrollment. All students are expected to follow this dress code for the benefit of other students and the public. All dress attire must be according to gender.

Grooming— As you are entering a salon-like atmosphere of training, good grooming is a prerequisite. This means being clean and neat. **Hair**, whether on the head or facial, should be fashionable, orderly and presentable in a professional manner so as not to be annoying to the public. In order to gain a client's confidence you must present yourself in the best light as the client's impression is always made upon first sight and first introduction. Obviously, proper use of deodorant, breath freshener, and clean manicured hands is important for the respect, comfort and feelings of others. Proper presentation and sanitation is the way to win friends and influence people!

Rules and Regulations

These are designed to industry standards and based on salon expectations; we feel there are only three primary and sound reasons for having a school rule or regulation:

1. Out of respect and for the feelings, comfort and safety of others in school, including students, patrons and staff.
2. To establish the same kind of work, conduct and habit patterns that would be expected of you in the typical salon where you take up your profession.
3. To comply with state, federal and accrediting expectations.

A complete list of Rules and Regulations prepared for your benefit will be provided to you. The school reserves the right to modify these rules and regulations at any time. All students must comply with the school rules and regulations as a condition of enrollment.

1. **Personal Calls** - Pay phones are available in front of the College and other locations throughout the shopping center as a convenience to students. Students are not allowed to use the College telephones for personal use. If a student receives a call at CBC, a message will be given to the instructor. If the call is an emergency, every effort will be made to find the student and relay the message.
2. Cell phones and pagers are not permitted to be used in the school by students.
3. **Breaks** - Students are allowed one break every four hours during the school day. Students taking a **lunch break** must clock out and back in, in accordance with State and school regulations. For this reason students are not allowed to leave the building or go to the break/lunch room, in their lunch break, unless they are clocked out on their time cards.
4. Personal conversations should be kept to a minimum. Personal visitors should wait outside the school.
5. The use of or being under the influence of any intoxicants, drugs, or narcotics is strictly forbidden and is cause for student dismissal. All such substances are not permitted on the premises.
6. **Smoking** - CBC maintains a smoke-free environment. Smoking areas are designated outside the school premises. No smoking is permitted in front of any doorway or in any other area around the College, except in those specific areas so designated.
7. **Food and Drinks** - No food or drinks are allowed in any classroom, unless so designated.
8. You will have an assigned locker for personal possessions. CBC is not responsible for any personal items or possessions left in the school.
9. Just as would normally be the case in most salons, every student will be assigned specific daily clean-up duties.
10. Time cards are a matter of strict State regulations and must be accurate. Students are to record on their time card, in the area provided, the activities of their classes, assignments, operations performed, etc. All entries and computations are to be made, in pencil, by the student on his or her own individual card.
11. Students clocking time cards, other than their own, or falsifying time cards are subject to immediate expulsion. Students who leave the building while clocked in are subject to immediate suspension, up to and including expulsion.
12. To thoroughly prepare you for your professional future, we ask that all duties and assignments given to the student by an instructor must be complied with. Should a student refuse any duty or assignment, he/she will be clocked out immediately for at least the balance of the day. If a student is not physically able to perform assignments, he/ she will not be allowed to attend school.
13. Students are not allowed to sell any type of merchandise to anyone on school premises.
14. A student may be suspended or terminated for unsatisfactory progress, misconduct, disrupting classes, or for infraction of the rules. In the event of a problem, a personal conference is held with the student so that there can be an opportunity for discussion and resolution of the problem.
15. Physical altercations, aggressive arguments, threats theft or intentional abuse of another person is grounds for immediate expulsion.
16. Please notify the school registrar immediately in writing of any changes of address or phone number.

17. Tuition payments or processing fees are to be made the first day of attendance of every week unless other arrangements have been made on the date of enrollment. **The school is not permitted to have a student attend who is delinquent in tuition or processing fees.** Students should get validated receipts for all monies paid to the school for tuitions. The student should verify they received proper credit against their month student status reports.
18. Any student discontinuing, transferring or completing training is requested to check with the school registrar so that appropriate records maybe prepared.
19. Theft or Damage to Equipment – Students are required to maintain cleanliness and orderliness in the classrooms. Students who misappropriate or misuse any equipment or instructional devices may be subject to dismissal and may be billed for damaged or stolen equipment. Equipment mishaps must be reported immediately to the respective department.

Grounds for Disciplinary Action

- I. Unsatisfactory academic performance,
2. Unsatisfactory attendance,
3. Frequent tardiness or leaving early,
4. Unprofessional behavior such as academic dishonesty and/or conduct that disrupts the learning process in the classroom or reflects unfavorably upon the school and/or its students. Consult your administration department for additional information.

Disciplinary Procedures & Dismissal

All disciplinary matters will come before the Administration, which will review the written complaint, interview the parties involved, and make a determination of the action to be taken. This may result in the dismissal of the charge, probation, suspension for a particular length of time, dismissal of the student, or other appropriate action. Termination may also be the result of a student violating the following policies: a) satisfactory academic progress, b) attendance, and/or c) the conduct policy.

Appeals Policy

Should a disciplinary action such as suspension or termination be taken, the student will be notified in writing by the College. The student has ten (10) business days to appeal the decision of the College regarding the action taken, and must substantiate his or her case by providing documentation where appropriate. All appeals must be made in writing. The College will form a committee who will review and take the necessary steps to resolve the appeal. The College has ten (10) business days to respond.

Graduation Requirements

Graduation for all vocational programs of study is accomplished by satisfactory completion of all course requirements, maintaining satisfactory attendance and the required grade point average, and arranging for payment of all financial obligations. Upon graduation, a student will receive a diploma in his/her field of study. Students in all programs should check with their Instructor, Registrar, Financial Aid Office, and the Placement/Career Services Department to be certain that they have satisfied all specific department criteria for graduation.

No Diploma will be issued, unless the student has completed the required clock hours, theory hours and practical operations, and has a Grade average of 70% or a “C”.

Other Services

Student Services

The College assists students by providing them with access to programs outside of the classroom. Academic counseling is available to all students at the College. However, students are referred to community professionals for personal, non-academic counseling.

Job Placement/Career Services Department

All graduates have equal access to the Career Services Department. The College maintains job placement assistance and will make every effort to supply employment leads to all graduates. The Job Placement Representatives are actively involved in finding job leads for the graduates. The Job Placement personnel fax the graduates' resumes to employers and follow up on interviews and prepare extensive case notes for each of the interviews arranged on a daily basis. The College hosts employer open houses so that employers may visit the College. The graduates are informed of upcoming job fairs by the Job Placement Department so that graduates may participate and meet with employers. It is likewise expected that all graduates will fully cooperate with the Job Placement Department in the job search activities, and will demonstrate a good faith effort in securing a position in their field of study.

No guarantees are made concerning job placement as an inducement to enroll, nor can promises be made that placement is assured upon graduation.

Student Records

Official school records are maintained for all students from their original start date. Students are advised and cautioned that Federal and State laws require the College to maintain institutional and student records for a five-year period only. All students and parents of tax-dependent students have the right to inspect information contained in their records. Official transcripts can be sent at the student's written request to any other institution, or can be disclosed to a third party after the request is signed. Government agencies and accrediting agencies, including the Bureau for Private and Vocational Education and the Board of Barbering and Cosmetology may inspect, review and copy the student's records without the student consent.

**Coastline Beauty College does not publish directory of student information.*

English as a Second Language

The College does not provide instruction for English as a Second Language (ESL), and neither does it provide services for obtaining visa. Students from foreign countries who apply to any of the vocational programs must be English proficient. All instruction is provided in the English language.

The College reserves the right to refuse admission to any applicant who does not meet the College's established criteria for admission.

Scholarship

Our School does not award any institutional scholarship incentives

Housing:

CBC does not provide housing assistance for students.

Bankruptcy

Coastline Beauty College has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under federal law.

Student Right and Responsibilities

The student has the right to ask the school:

- The name of its accrediting and licensing organization
- About its programs 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 program.
- 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.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have change.
- 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
- What is School's Performance regarding Graduation, Placement and License Passing Rate

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 you from 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 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.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student).
- 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 you liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account

Student Complaint Procedure (Grievance Policy)

CBC is dedicated to providing a quality education to its students and maintaining an environment that is conducive to learning. However, in the event a concern or conflict should arise between the College and a student, the College's complaint resolution policy is as follows:

1. Start with the instructor - if your complaint is not resolved;
2. Consult the Lead Instructor;
3. See the Student Services Coordinator;
4. Make an appointment with the Associate Director or Director of Education;
5. Refer your complaint to the Complaint Resolution Committee, directed to:

**Tom Do.
10840 Warner Ave. Suite 207
Fountain Valley, CA 92708**

In addition, Student Request Forms are available for students to put their requests in writing. The Student Services Coordinator ensures that the request is submitted to the associate director for action. If the student has a concern, the Student Services Coordinator makes the necessary arrangements for the student to meet and discuss their concern with the instructor and the associate director. If no resolution is reached, the Student Services Coordinator arranges for the student to meet with the Director of Education. If the concern is still outstanding, a committee is formed to review the circumstances.

Any student, who after having exercised the student complaint procedures and having made every attempt possible to find a resolution to the issue, yet remains unsatisfied, has the right to forward the complaint to one of the following agencies as applicable:

- (1) **Bureau for Private Postsecondary Education(BPPE)**
P.O. box 980818
West Sacramento, CA 95798-0818
Web site: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov
Tel (916)431-6959, Fax (916)263-1897
- (2) **Board of Barbering and Cosmetology (BBC)**
2420 Del Paso Road, Suite 100
Sacramento, CA 95834
Tel: (800) 952-5210 Fax: (916) 575-7281
[Websitewww.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

- (3) **National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS)**
4401 Ford Ave. Suite 1300
Alexandria, VA 22302
Tel (703)600-7600 Fax (703)379-2200
Website: www.naccas.org

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

- 1) You are a student, 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 assessment, 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.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

*Residency Program means an educational program at an approved institution of which some portion of the instruction occurs as defined in section 71715(c). [Section 71715©-Direct instruction requires the physical presence of one or more students and one or more faculty members at the same location. Direct instruction includes instruction presented in a classroom, seminar, workshop, lecture, colloquium, laboratory, tutorial, or other physical learning settings consistent with the mission, purposes, and objectives of the institution]

Amount of STRF Assessment; § 76120. (a) Each qualifying institution shall collect an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is two dollars and fifty cents (\$2.50).

. For further information or instructions contact:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833
Tel (916)431-6959, Toll Free (888)370-7589, Fax (916)263-1897

Academic Course Descriptions

CURRICULUM FOR COSMETOLOGY COURSE (1,600 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 all 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:

200	Wet Hair Styling		
40	Thermal Hair Styling	80	Permanent Waving
25	Chemical Straightening	80	Haircutting
20	Hair Bleaching	50	Hair Coloring
25	Manicuring & Pedicuring	10	Manual Facials
15	Electrical Facials	15	Chemicals (Skin peels, masks & scrubs)
10	Make up applications	20	Eyebrow Arching and Hair Removal
15	Water and Oil Manicures	10	Complete Pedicure
50	Liquid and Powder Brush ons	50	Artificial Nail Tips
20	Nail Wraps and Repairs		

<u>SUBJECT OF TECHNICAL INSTRUCTION:</u>		<u>Minimum Hours of Technical Instruction:</u>
I.	The Cosmetology Act and the Bureau's Rules & Regulations	20
2.	Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	20
3.	Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.)	20
4.	Theory of Electricity in Cosmetology (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	05
5.	Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The <u>ten</u> required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized through -out the entire training period and must be performed before use of all instruments and equipment.)	20
6.	Bacteriology, anatomy, and physiology.	15
7.	Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, comb-outs.)	25
8.	Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling.) (A) Thermal Styling (B) Press and Curl	20
9.	Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	20
10.	Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	20
II.	Haircutting (Shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.)	20
12.	Hair coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.) (A) Hair coloring (B) Bleaching	60
13.	Facials (A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.) (B) Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes.) however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or 6cc.) (C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layers of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.)	10
14.	Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.)	10
15.	Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)	15
16.	Manicuring and Pedicuring (A) Water and Oil Manicure, including nail analysis, and hand and arm massage. (B) Complete Pedicure, including nail analysis, and foot and ankle massage. (C) Artificial Nails I. Liquid and Powder Brush-on 2. Artificial Nail Tips 3. Nail Wraps and Repairs	05 05 10 10 05

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATER:

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

COSMETOLOGY PERFORMANCE OBJECTIVE

1. Acquire knowledge of laws and rules regulating California's cosmological establishments' 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.

SKILLS TO BE DEVELOPED:

Learn 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. You will 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'S 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 dealings with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:

Shall have completed Theory and Operations required by Board of Barbering & 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 diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS:

Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

CURRICULUM FOR COSMETICIAN COURSE (600 HOURS)

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 of an Esthetician, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean 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:

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

TECHNICAL SUBJECT

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

COSMETICIAN PERFORMANCE OBJECTIVE:

Acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics.

POTENTIAL OCCUPATION AFTER COMPLETION:

Facialist, Licensed Esthetician, Esthetician, Skin Technician,

SKILLS TO BE DEVELOPED:

Learn the proper use of implements relative to all Esthetician services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Esthetician services, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facials.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:

Be able to appreciate good workmanship common to Cosmetician, 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:

Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of "C" (70%) or better. All tuition, fees and charges must be paid in full prior to the release of final papers.

GRADUATION REQUIREMENTS:

When a student has completed the required theory hours and practical operations in Esthetician 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:

Applicant must be 17 years of age or older and have completed the 10th grade, A Cosmetician license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

CURRICULUM FOR MANICURIST COURSE (400 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.

Such technical instruction and practical operations shall include:

MINIMUM SPECIFIED PRACTICAL OPERATIONS:

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

TECHNICAL SUBJECT

MINIMUM THEORY HOURS

1.	The Cosmetology Act and the Bureau's Rules and Regulations.	10
2.	Cosmetology Chemistry related to manicuring practices. Includes the chemical composition and purpose of nail care preparations.	10
3.	Health and Safety/Hazardous Substances - Includes training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.	15
4.	Disinfection and Sanitation - Includes procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20
5.	Bacteriology, anatomy, and physiology.	10
6.	Water and Oil Manicures, including hand and arm massage.	15
7.	Complete Pedicure, including foot and ankle massage.	10
8.	Application of Artificial Nails	
	(A) Acrylic: Liquid and Powder Brush-Ons	15
	(B) Nail Tips	10
	(C) Nail wraps and repairs	10

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATER:

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

MANICURIST PERFORMANCE OBJECTIVE:

Acquire knowledge of laws and rules regulating California Cosmological establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicurist.

SKILLS TO BE DEVELOPED:

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:

Be able to 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.

POTENTIAL OCCUPATION AFTER COMPLETED: Manicurist, Nail technician, Pedicurist,

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:

Shall have satisfactorily completed Theory and Operations required by Board of Barbering & 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. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS:

Applicant must be 17 years of age or older and have completed the 10th grade, a manicuring 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 Cosmetology Licensing Exam with an overall average of 75%.

CURRICULUM FOR MASSAGE THERAPIST COURSE III (100 HOURS)

The student enrolled in a massage therapy course shall consist of one hundred (100) clock hours of technical instruction and practical operations covering all practices of a massage therapist specialist. 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

- 25 Procedure for complete body massage
- 10 Basic of Foot massage
- 10 Basic of Chair side massage

SUBJECT OF TECHNICAL INSTRUCTION:	MINIMUM HOURS OF THEORY INSTRUCTION
1. Historical overview of massage	10
2. Disinfection & Sanitation	10
3. Law, Rules, Regulation, Limitation	10
4. Procedure for complete body massage	05
5. Basic of Foot massage	05
6. Basic of chair side massage	05
7. Effects, benefits, indication & contradictions of massage	05
8. Introduction to other systems of massage	

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, and care and other subjects relating to the field.

Massage Therapy performance objective:

Acquire knowledge of laws and rules regulating California establishment's practices and understand procedures. Acquire the knowledge of general theory relative to anatomy, physiology, chemistry, and theory relative to practical procedures and perform and acquire business management techniques common to massage therapists.

Potential Occupations after Completion:

Massage Therapist Specialist, product representative and company demonstrator.

Skills to be developed:

Use of Proper implements relative to all massages procedures. 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.

Attitudes and appreciation's to be developed:

Appreciate good workmanship common to massage therapists, 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 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.

Licensing requirements:

There are No Licensing Requirements. Every city has an application process that varies from city to city. Massage Therapist certificate will be granted by California Associate Massage Therapy Counsel (CAMTC) only after the student has successfully completed and graduated from the Massage Therapy course as described above and provided the Massage Therapy proof of Training.

CURRICULUM FOR MASSAGE THERAPIST COURSE II (300 HOURS)

The student enrolled in a massage therapy course shall consist of three hundred (300) clock hours of technical instruction and practical operations covering all practices of a massage therapist specialist. 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

60 Classification of massage movements

90 Procedure for complete body massage

SUBJECT OF TECHNICAL INSTRUCTION:	MINIMUM HOURS OF THEORY INSTRUCTION
1. Historical overview of massage	10
2. Disinfection & Sanitation	20
3. Law, Rules, Regulation, Limitation	15
4. Human, Anatomy, Physiology, Cell, Tissue	10
5. Human, Anatomy, Physiology, Term	10
6. Human Anatomy, body system	35
7. Effects, Benefits, indication of Massage	10
8. Classification of massage movement	10
9. Procedures of complete body massage	25
10. Introduction system of massage	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, and care and other subjects relating to the field.

Massage Therapy performance objective:

Acquire knowledge of laws and rules regulating California establishment's practices and understand procedures. Acquire the knowledge of general theory relative to anatomy, physiology, chemistry, and theory relative to practical procedures and perform and acquire business management techniques common to massage therapists.

Potential Occupations after Completion:

Massage Therapist Specialist, product representative and company demonstrator.

Skills to be developed:

Use of Proper implements relative to all massages procedures. 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.

Attitudes and appreciation's to be developed:

Appreciate good workmanship common to massage therapists, 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 with an average grade of "C" (70%) or better.

Graduation requirements:

When a student has completed the required theory hours and practical operations in Massage Therapy with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation.

Licensing requirements:

There are No Licensing Requirements. Every city has an application process that varies from city to city. Massage Therapist certificate will be granted by California Associate Massage Therapy Counsel (CAMTC) only after the student has successfully completed and graduated from the Massage Therapy course as described above and provided the Massage Therapy proof of Training.

CURRICULUM FOR HOLISTIC HEALTH PRACTITIONER COURSE (1000 HOURS)

The student enrolled in the Holistic Practitioner course shall consist of one thousand (1000) clock hours of technical instruction and practical operations covering all practices of a massage therapist specialist. 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:

80	Laws & Classification of Massage Movement	50	Application of Massage Techniques
50	Procedure Complete Body Massage	40	Face and Scalp Massage
110	Shiatsu Application & Sport Massage	110	Health Care & Acupressure
40	Business Practices		

SUBJECT OF TECHNICAL INSTRUCTION:

MINIMUM HOURS OF THEORY INSTRUCTION

1.	Historical overview of Massage	20
2.	Disinfection/Sanitization	30
3.	Laws, Rules, Regulation & Limitation	30
4.	Human Anatomy, Physiology, Kinesiology	160
5.	Pathology, Effects, Benefits, indication of massage	80
6.	Classification of Massage Movement	20
7.	Application Massage Technique	20
8.	Procedure complete Body Massage	20
9.	Face and Scalp Massage, Health Care	10
10.	Shiatsu application and Hydrotherapy	40
11.	Sport Massage and Acupressure	20
12.	Business Practice	20
13.	Kinesiology	30
14.	Ethics	30

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, and care and other subjects relating to the field.

Holistic performance objective:

Acquire knowledge of laws and rules regulating California establishment's practices and understand procedures. Acquire the knowledge of general theory relative to anatomy, physiology, chemistry, and theory relative to practical procedures and perform and acquire business management techniques common to massage therapists.

Potential Occupations after Completion:

Massage Specialist, Practitioner in Holistic Massage and product representative and company demonstrator.

Skills to be developed:

Use of Proper implements relative to all massages procedures. 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.

Attitudes and appreciation's to be developed:

Appreciate good workmanship common to massage practitioners, 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 with an average grade of "C" (70%) or better.

Graduation requirements

When a student has completed the required theory hours and practical operations in Massage Therapy with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation.

Licensing requirements:

.There is No Licensing Requirements. Every city has an application process that varies from city to city. Massage Therapist certificate will be granted by California Associate Massage Therapy Counsel (CAMTC) only after the student has successfully completed and graduated from the Massage Therapy course as described above and provided the Massage Therapy proof of

Training.

Directions to CBC

CBC is located at 10840 Warner Ave. Suite 207. Fountain Valley, CA 92708

