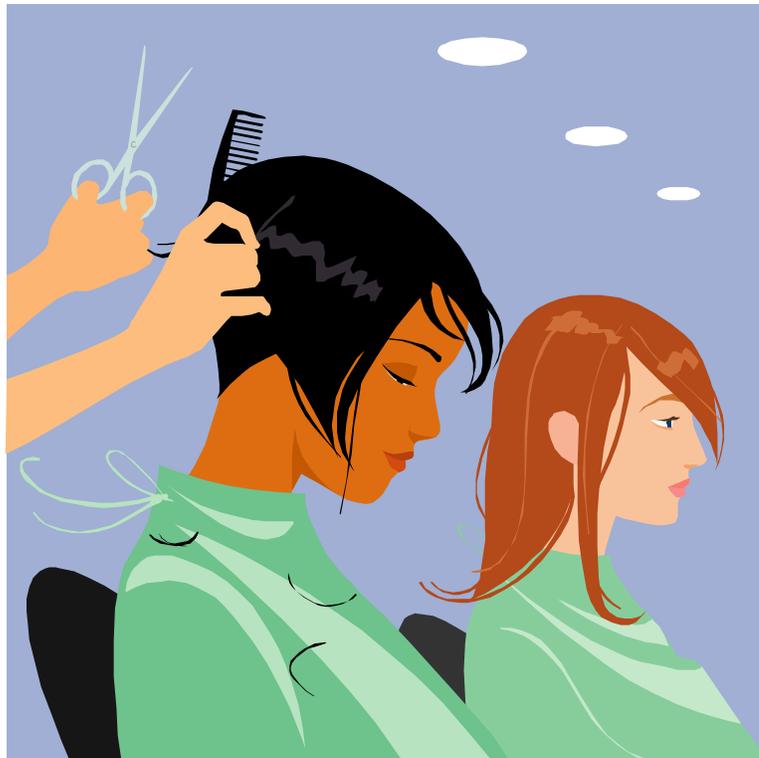


Diamond Beauty College

Catalog Jan 1-Dec 31 2012

Campus Location 10301 Garvey Ave #200
El Monte, CA 91733
Phone: (626) 350-1195
Fax: (626) 350-4307
Website: www.diamondbeautycollege.com



**Approval
Disclosure
Statement**

California State Approval

Diamond Beauty College, as a for-profit corporation was granted institutional approval to operate by 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.

Approved Courses:

Course	Clock Hours	Months	Inst. Weeks	Award
Cosmetology	1600	12	54	Diploma
Esthetician	600	7	30	Diploma
Manicuring	400	5	20	Diploma
Cosmetology Instructor Trainee	600	7	30	Diploma
Massage Therapy	600	7	30	Diploma

Course	CIP	SOC	O*NET	Occupations
Cosmetology	12.0401	39-5012	39-5012	Hairdressers, Hairstylists and Cosmetologists
Esthetician	12.0409	39-5094	39-5094	Skin Care Specialists
Manicuring	12.0410	39-5092	39-5092	Manicurists and Pedicurists
Cosmetology Instructor Trainee	12.0413	39-5010	39-5010	Cosmetology Instructors
Massage Therapy	51.3501	31-9011	31-9011	Massage Therapists

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 888.370.7589(phone) or 916.253.1897(fax).

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

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).

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

Course Approval by:

Board of Barbering and Cosmetology
2420 Del Paso Road Suite 100, Sacramento, CA 95834
Tel.800-952-5210, Fax. 916-575-7281 Web site: www.barbercosmo.ca.gov

Bureau for Private Postsecondary Education(BPPE)
2535 Capital Oaks Drive, Suite 400, Sacramento, CA 85833
Tel. 916-431-6959, Toll Free. 888-370-7589, Fax. 916-263-1897
Web site: www.bppe.ca.gov

Accreditation by:

National Accrediting Commission of Career Arts & Sciences (NACCAS)
4401 Ford Ave, Suite 1300, Alexandria, VA 22302-1432
Tel.703-600-7600 Web site: www.naccas.org

US Department of Education
400 Maryland Ave, SW, Washington, D.C. 20202
Tel(800)872-5327, Web site:www.ed.gov

All information contained in this College Catalog is current and correct and is certified as true.

Tony Do
President

Published:November 2, 2011

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About Diamond Beauty College

Welcome to Diamond Beauty College. It is a pleasure to introduce Diamond Beauty College where we offer courses that address the occupational needs of the industry, utilize modern equipment, and employ a caring staff of professionals. Diamond Beauty College strives to work with our students in order that they may find success and fulfill their dream as a cosmetology professional in the beauty industry. The relationship between the College and its students begins with the introductions of intensively focused classes and training that they will be able to easily find their place in the real world even after graduation.

Diamond Beauty College is wholly owned and operated by BICH NGOC BEAUTY COLLEGE, INC, which is owned by Tony Do.

Mission and Philosophy

It is our mission to prepare our students to become successful members of the cosmetology, esthetician, manicuring, massage therapy professions, and successfully pass the State Board Examination.

College Objectives

Our primary objective at Diamond Beauty College is to offer each of our students with high quality teaching and training so that they may be prepared to successfully pass the state board examination and become a successful professional in the cosmetology industry. In order to fulfill our objective, we not only teach the techniques and artistry of cosmetology; we also teach poise, charm, self-reliance, business practices, and personal hygiene. We continually survey the profession to keep abreast of current trends, designs and techniques required by employers. Teachers give “individual” as well as “class” instruction. This combination helps serious students realize their goals.

Statement of Non Discrimination

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

Instructional Facilities

Diamond Beauty College occupies a floor space of approximately 6,500 square feet, which is divided into reception area, offices, dispensary, theory and practical

classrooms, clinic, student lounge, library, and restrooms. The college is located at 10301 Garvey Ave. South El Monte, CA. Mirrored stations, shampoo bowls, sterilizers, manicuring tables and stools, mannequins, dryers, portable dryers, and other equipment are furnished for the benefit of students. Educational classroom equipment consists of TV and VCR equipment, visual aids, teaching machine and tape records, which are for the use of students. A kit consisting of all equipment necessary to complete the course is to be purchased by the students. The cost of the kit is charged separated of the tuition charges. Facilities for the handicap can be discussed with the school before enrollment.

**School
Calendar**

Classes begin EVERY MONDAY for all classes.

**Hours of
Operation**

Monday through Friday	8:30 a.m. to 9:00 p.m.
Full Time Class	8:30 a.m. to 5:00 p.m.
	1:00 p.m. to 9:00p.m.
Evening Class	5:00 p.m. to 9:00 p.m.

Holidays

Diamond Beauty College observes the following holidays during which the school is closed:

- New Year's Day
- Chinese New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break
- Christmas break

**Pre-Enrollment
Information
and General
Rules**

Each prospective student receives a catalog. 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.

Bankruptcy

Diamond 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.

Administrative Staff
 President/ Director: **Mr. Tony Do**
 Financial Aid Director: **Cindy Cho**
 Financial Aid Assistant/Placement: **Mimi Tu**
 Registrar / Admissions: **Joann Tran**
 Registrar Assistant / Admission Assistant: **Jessie Huynh**

Faculty	Instructor	Course	Instructor Qualifications
	Tony Do	Cosmetology Instructor Trainee Manicuring	Licensed Inst. from BBC Licensed Cosmetologist Certified Inst. from BPPVE Have 10 years of experience in teaching the subject Owned and worked for many different Beauty Salons.
	Tammy Le	Esthetician	Licensed Inst. from BBC Certified Inst. from BPPVE Have 7 years of experience in teaching the subject.
	Cindy M. Tay	Cosmetology	Certified Inst. from BPPVE Have 8 years of experience in teaching the subjects.
	Jennifer. Nguyen	Manicuring	Licensed Cosmetologist from BBC Have 2years of experience in teaching the subject.
	Kim Nguyen	Manicuring	Licensed Cosmetologist from BBC Have 10 years of work experience in teaching the subject.

Admission Policy

Admission Requirements

1. Applicant must have one of the following:
 - a. High school diploma, or its equivalent
 - b. Over the age of compulsory school attendance and has the ability to benefit from the training offered at the school
 - c. Home Schooled equivalent diploma from a State approved Home school program or an equivalent foreign (12 years of schooling) credential
2. Applicant must pass the SLE test (Scholastic Level Exam) Form IV.

Ability to Benefit

Ability to Benefit Students is someone who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at an institution. In order to be admitted on the basis of his or her ability to benefit, a student must, prior to admission, take and pass Wonderlic ATB test.

Admissions Procedure

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 SLE test (Scholastic Level Exam) Form IV 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 Ability-to-Benefit policy sections of this catalog; Student must show English language proficiency. A passing score on either the SLE test (Scholastic Level Exam) Form IV 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 Department Representative prior to completing the enrollment process to discuss payment plans;
5. Submit high school diploma or GED certificate if applicable
6. Complete all necessary paperwork for admission;
7. Receive a catalog;
8. Take a tour of the facility.

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

**English As
Second
Language**

The College does not provide instruction for English as a Second Language, 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.

**Transferability
of Credits
Earned**

Students previously enrolled in an accredited school of Cosmetology may submit their academic records to Diamond Beauty College 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.

**"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND
CREDENTIALS EARNED AT OUR INSTITUTION**

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

The school has not entered into an articulation or transfer agreement with any other college or university.

**Students
Admitted to
Other Schools**

The College does not recruit students who are admitted or attending other schools offering similar program of study.

Tuition / Refund Policy

Tuition Charges

Tuition is disclosed and agreed upon at the time of enrollment. All terms and obligations are reflected in the enrollment agreement. The entire tuition and fees are due at the time of signing of the Enrollment Agreement. Installment payments are arranged for exceptional cases only.

Program	Registration Fee	Tuition	Kit & Supplies	Total Cost
Cosmetology	\$75	\$9,500	\$500	\$10,075
Esthetician	\$75	\$3,600	\$300	\$3,975
Manicuring	\$75	\$250	\$125	\$450
Massage Therapy	\$75	\$3,400	\$300	\$3,775

*Manicuring and Massage Therapy courses are not eligible for Federal Financial Aid program.

Extra Instruction Charges

If due to unexcused absences, the full time student does not complete the enrolled course in designed time period, following will be the cost for the necessary additional training:

- Cosmetology: \$4.00 / Hour
- Esthetician: \$6.00 / Hour
- Massage Therapy: \$6.00 / Hour
- Manicuring: \$6.00 / Hour

Student's Right to Cancel

All funds paid less the amount of the registration fee will be returned if the student is rejected for enrollment. If you cancel the contract within seven days from the date you signed it, all funds paid less the amount of the registration fee will be returned. If you cancel the contract after the seven days but before you start classes all funds less the amount of the registration fee will be refunded. You have the right to cancel the agreement for a course of instruction, including any equipment such as books, materials and supplies or any other goods related to the instruction included in this agreement, 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 shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given two Notice of Cancellation forms for

your use if you decide to cancel, however, you can use any written notice that you may wish. You do not cancel the contract by just not attending classes.

If the school has given you any returnable equipment, including books or other materials, you shall return it to the School within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 30-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. As stated in the front page of the agreement, beauty supplies and equipment are not returnable items due to sanitary reasons. Therefore, once you have received any beauty equipment, its cost is charged to your account. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received.

Student's Right to Withdraw

After the end of the cancellation period, midnight of the fifth business day after the day on which the student attended the first class of the program of instruction, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Withdrawal will occur on the earlier of the dates that:

1. A student notifies the institution of his/her withdrawal.
2. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
3. A student is expelled by the school.

Effective Date of Cancellation or Withdrawal

When a student notifies the school of cancellation or withdrawal, the effective date of cancellation or withdrawal will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.

Unofficial Withdrawal

If a student who does not successfully complete the program and stops attending classes without notice for three consecutive weeks, the College will determine that the student has withdrawn. Also, if a student on an approved leave of absence does not return on the expiration of the leave of absence without notice, the College will determine that the student has withdrawn. Under these circumstances, the student will be classified as Unofficial Withdrawal.

School Closure Policy

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 completion of the program or course

**Unofficial
Withdrawal**

If a student who does not successfully complete the program and stops attending classes without notice for three consecutive weeks, the College will determine that the student has withdrawn. Also, if a student on an approved leave of absence does not return on the expiration of the leave of absence without notice, the College will determine that the student has withdrawn. Under these circumstances, the student will be classified as Unofficial Withdrawal.

**School Closure
Policy**

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 completion of the program or course.

Refund Policy

**Determination of
withdrawal from
school**

The withdrawal date shall be the last physical date of attendance recorded in the institutional records. 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 (14 days) and fail to inform the school that you are not withdrawing. If a student is absent for three consecutive weeks and is not on an approved leave of absence, the student will be deemed a withdrawal even though he/she indicated that he/she was not withdrawing
The 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.

**Treatment of Title
IV Funds if the
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 percent 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.

**Withdrawal
Calculation**

Once the student has been determined by the institution to have withdrawn from the course of study, the institution will determine if the student received or was entitled to receive Federal Funds from the Title IV Financial aid programs

available at the institution during the payment period. If the answer is YES, the institution will conduct two distinctive and different calculations. Those calculations are based on scheduled hours and described as follows

Return of Title IV

This formula determines the percentage of time that the student completed of the payment 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. 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. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans,
3. Federal Parent Plus Loans,
4. Pell Grant,
5. FSEOG Grant
6. Others
7. the 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 \$50 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.

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, then the student would be notified by the institution of the amount of Grant and loan funds used to cover institutional charges incurred by the student, or the available amount from Grant and loan funds for direct disbursement to the student for other education related expenses. 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 period. That calculation is known as the institutional refund policy calculation.

The formula takes into consideration the percentage of the course completed and it applies that percentage or the corresponding brackets to the institutional charges to determine how much the institution earned of those charges, how much was paid toward those charges and finally the amount owed, if any, by the student to the school or if there is an amount due from the institution as a refund to the Title IV aid program. 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.

**Institutional
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 is a **non-refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

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. 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.

Refund Example

The following sample California State refund calculation is for a student who enrolls in a 1600 hr. program and pays a total of \$3,805: \$75 for Registration fee, \$3,280 for Tuition, \$450 for Equipment. The student withdraws after completing 400 clock hours, or 25% of the program and does not return the equipment.

\$3,805.00	Amount paid by the student
- \$ 75.00	Minus Registration Fee
- \$ 450.00	Minus Equipment Fee
- \$ 820.00	Minus amount of training rendered (\$3,280 x 0.25)
<hr/>	
\$2,460.00	Refund due

School Policies

Diplomas and Certificates

Upon satisfactory completion of the required course hours, and the student has maintained a satisfactory grade on all subjects covered, a diploma will be given to the student. Also a proof of Training Record will be issued. This record will then become part of the application for examination for your State of California License.

Neither Diploma nor Certificate of Completion will be issued unless all monies have been paid in full.

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 (21) consecutive days of absences, in any program of study, will be withdrawn by the College.

Make-Up Policy

All lesson assignments which were missed during any period of absence must be made up. Make-up work will not be permitted during class hours. A record of make-up work is maintained for each student who is required to perform this type of work. Excessive tardiness will result in dismissal or suspension until such time that the student can continue without tardiness. In case of tardiness a student is required to make up any and all prescribed work.

Course Repetitions

If a student is required to repeat a course, both the original and the repeated course are counted toward the Maximum Time Frame to complete the program. 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.

Leave of Absence

Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The college may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to 180 days in a 12 month period. The LOA must be requested in writing by the student and must be approved by the school officer. The LOA request form must be filled out and the date of leave and return must be stated on the form prior to the officer approving the LOA. Do not request a Leave of Absence unless you absolutely need one. Students on LOA's will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her maximum time frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 45 days.

**Academic
Counseling**

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. The College does not find or assist students in finding housing.

Re-Entry

Any student who requests re-entry to The Diamond Beauty College must first obtain and 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.

**Student
Conduct**

As adults, it is expected that students will conduct themselves in a mature and professional manner, giving the proper respect and courtesy to his/her classmates, the clients, and the staff of the school. Disruptions of class will not be tolerated at any time. Any such conduct will result in termination from the training program in which he/she is enrolled. A student dismissed for misconduct will be permitted to re-enroll and resume training **only at the discretion of the school.**

**Rules and
Regulations**

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 Diamond Beauty College, 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 – Diamond Beauty College 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. Diamond Beauty College 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 may be 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**

1. 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
Procedure and
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 student conduct and regulations 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.

**Class
Cancellation**

Administration reserves the right to cancel any class if the number of students falls below the minimum acceptable to the College. 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.

Satisfactory Academic Progress Policy

The Higher Education Act mandates that institutions of higher education establish minimum of Satisfactory Academic Progress (SAP) policy for students receiving financial aid. Students are eligible to receive Federal Title IV financial aid only if they maintain the satisfactory academic progress. Students' SAP are evaluated at various scheduled times during their enrollments.

If a student is determined to be making satisfactory academic progress at one of the evaluations, the student is deemed to be making satisfactory academic progress until the next scheduled evaluation. However, if a student is determined not to be making satisfactory academic progress at one of the evaluations, the student's financial aid eligibility will be suspended until the student is determined to be making satisfactory academic progress in the next scheduled evaluation. A Student found not to be making satisfactory academic progress will remain in that status even after a temporary break in their attendance through LOA or drop-and-reentry.

Diamond Beauty College applies these standards to all students, regardless of whether or not they are financial aid recipients.

Quantitative Satisfactory Academic Progress

Maximum Time Frame to Complete

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 scheduled times, 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 not exceeding the 150% timeframe. The scheduled evaluation times are outlined in each program description. If a student has attendance of 67% or higher at each evaluation time he or she is considered to meet minimum requirement for attendance.

For example, if a student is enrolled in 600 hour/20 week course and she accumulates 300 actual hours in 12 weeks when she could have had 350 scheduled hours, her attendance percentage will be 86% and will be considered progressing satisfactorily attendance wise, since at this rate she will complete the course in 24 weeks which is less than 30 weeks or 150%.

See the below the chart for each course of maximum time frame.

Cosmetology	Sch. Hrs.	450 hrs.	900hrs.	1250hrs.	1600hrs.	2000hrs.	2400hrs.
	Req. Hrs.	302 hrs.	603hrs	838hrs.	1072hrs.	1334hrs.	1600hrs.
Cosmetician	Sch. Hrs.	300hrs.	600hrs.	900hrs.			
	Req. Hrs.	200hrs.	400hrs.	600hrs.			
Manicuring	Sch. Hrs.	200hrs.	400hrs.	600hrs.			
	Req. Hrs.	134hrs.	267hrs.	400hrs.			
Massage Therapy	Sch. Hrs.	300hrs.	600hrs.	900hrs.			
	Req. Hrs.	200hrs.	400hrs.	600hrs.			

A leave of absence will extend the student's contract period and maximum time frame by same number of days in the leave of absence.

Qualitative Satisfactory Academic Progress

Minimum Required Grades

For each program, the College established a number of grading periods, depending on the length of the program, a minimum of two for each Academic Year. At each grading period, an average grade, in the scale of 0 to 100, will be calculated, and a student must meet or exceed the minimum average grade of “C” or 70% as outlined in the program description for each grading period.

Evaluation Period

Students receiving aid from Title IV Aid Programs must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period or term of the course.

Example: For the 1600 hour Cosmetology program, a student will be evaluated at the increments in which the student has completed 450, 900, 1250 and 1600 actual hours.
Example: For the 600 hour Massage Therapy & Cosmetician program, a student will be evaluated at the increments at which the student has completed 300, and 600 actual hours.

Example: For the 400 hour Manicurist program, a student will be evaluated at the increments at which the student has completed 200, and 400 actual hours.

Satisfactory Academic Progress Warning

Students who fall below the above standards at the Satisfactory Progress evaluation point for their actual hours will be placed on Warning. A student is considered to be making unsatisfactory progress while on Warning but is still eligible for Financial Aid. If the student does not improve either grades and /or attendance by the end of the next evaluation point, they will be ineligible for financial aid. Since Diamond Beauty College’s courses are considered less than two-year long, SAP Warning status would delay a rigorous review of students’ academic performance until late in (or the end of) the courses, therefore only Cosmetology course apply the warning status.

Academic Probation

Students who fail to meet SAP standards during a given evaluation period successfully appeal and the College determines that the students should be able to meet SAP standards by the end of the subsequent payment period, they will be placed on academic/or attendance probation for one additional evaluation period. Students remain eligible to receive aid during the probation period and will be considered as making SAP progress during the probationary period. Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic/and or Attendance progress, will lose any remaining eligibility for student financial aid and may be terminated at the discretion of the institution. In the event such students are allowed to continue with instruction, aid eligibility will be reinstated only after the student has reestablished SAP in accordance with the attendance and grading standards indicated in STANDARDS 1,2,3, & 4 of this policy. In the event a student is, terminated due to not satisfactory academic progress, all policies regarding the institution’s refund policy will apply. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation and will retain eligibility for the Title IV aid.

**Appeal
Procedure**

Students have ten (10) business days to appeal after receiving the notice of Probation regarding the unsatisfactory progress status of SAP report, 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. The student must be achieving Satisfactory Academic Progress at the end of the probationary period or all Financial Aid will be terminated.

Reinstatement

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

Student Services

Job Placement All graduates have equal access to the Career Services upon graduation. The College maintains job placement assistance and will make every effort to supply employment leads to all graduates. However, as prescribed by state law, we cannot guarantee placement as an inducement to enrollment. Therefore, the college does not guarantee graduates placement.

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 six-year period only. All students and parents of tax-dependent students have the right to inspect information contained in their records. Diamond Beauty College observes the “Right to Privacy Act” and will not release any information to any student without the student’s written consent. Government agencies and accrediting agencies, including the BPPE and the BBC may inspect, review and copy the student’s records without the student consent. One set of student’s transcript will be provided for free. Thereafter, there will be a \$20 charge for each additional set.

Referral Services Students are referred to community professionals for personal, non-academic counseling. The College does not find or assist students in finding housing.

Grievance Policy: Student Complaint Procedure Diamond Beauty College is dedicated to providing quality education to all its students. If a conflict should arise for any reason, the college’s complaint 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 Director of Education;
5. Refer your complaint to the Complaint Resolution Committee, directed to: **Tony Do**

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:

Bureau for Private Postsecondary and Vocational Education (BPPE)
2535 Capital Oaks Drive., Suite 400
Sacramento, CA 95833 (916)431-6959

Barbering and Cosmetology Bureau
400 R Street, Suite 4080
Sacramento, CA 94244 (916) 323-9020

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

Consumer Information

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

- 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,
- 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:

Student Tuition Recovery Funds

- You are not a California resident.
- 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:

- The school closed before the course of instruction was completed.
- 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.
- 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
- 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.
- 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

**Campus
Security Act
Disclosure
Statement-
Clergy Act**

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 1/1/08 and 12/31/10

:
Report Distribution Date: October 1, 2011

Occurrences within the 2008, 2009, and 2010 Calendar Years

Crimes Reported	2008	2009	2010
A Murder (Includes non-negligent manslaughter)	0	0	0
B Negligent manslaughter	0	0	0
C Sex offenses (forcible & non-forcible)	0	0	0
D Robberies	0	0	0
E Aggravated assaults	0	0	0
F Burglaries	0	0	0
G Motor Vehicle Thefts (on Campus)	0	0	0
H Arson	0	0	0

Number of arrest made for the following crimes			
I Liquor Laws	0	0	0
J Drug laws	0	0	0
K 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.**

1. 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.
2. 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).
Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's Registrar who contacts the correct police department District for statistics and the institution's Daily Incident Log, and then records those statistics.
3. 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.
 - c) 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 Daily Incident Log at the institutional official's station. 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).

The institution does not maintain any special relationship with State and local police and do not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

This Institution encourage students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies

This institution encourage students to immediately report an incident where an emergency evacuation be needed. All students should familiarize with the evacuation procedures posted in several RGM Key places around the campus.

This institution does not provide on-campus housing.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incidents. 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).

Name of Person to report	Tony Do
Title	Director
School Name	Diamond Beauty College
Street address	10301 Garvey Ave #200
City, State Zip	El Monte, CA 91733
Phone No.	626-350-1195

The following website provides sex offenders information in our area <http://www.city-data.com/so/so-El-Monte-California.html>

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

**Notification of
Right Under
FERPA**

(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 School official 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 School official to whom the request was submitted, that 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 is 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. Diamond Beauty College will keep students records for six (6) years from the last date of the attendance. After this period, all records are destroyed.

(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**

**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:

Mid-Valley Recovery Services Inc.
3430 Cogswell Road
El Monte, CA
626-453-3400, Toll Free 800-315-2056

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.

Financial Aid Information

Financial Aid Consumer Information	Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistant while attending the college. A list of these programs include: Federal PELL Grant: Does not require repayment (FPELL)***
General Financial Aid Information	If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at TBS may be found in “Funding education beyond high school” and the Free Application for Federal Aid” published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. Monday through Friday at 1 (800) 433-3243. (Internet access is also available at http://www.fasfa.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.
Financial Aid Mechanisms	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. President differently, financial aid is money made available to help students meet the cost of school’s attendance. Financial aid includes grants and loans. Grants do not have to be prepaid. Financial aid is awarded to students who have “need”. Need id the difference between the amounts of money that the family will be expected to contribute to meet student cots and the cost of education at this school.
Application Procedures	The first step in applying for Title IV Federal Financial Aid is to completed the Free Application for Federal Student Aid(FAFSA)at www.fafsa.ed.gov
USDE Title IV Students 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
Pell Grant(FPELL)	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 web site http://studentaid.ed.gov/students/publications/student_guide/index.html *College does not offering student loan at this time.
Determining the Amount of Financial Aid	Upon completion of the FAFSA, the student is given an Expected Family Contribution (EFC) number. The EFC is used determining how much and what kind of financial aid a student is eligible for. In addition to the EFC, the direct and indirect costs of the program, enrollment status, length of enrollment, and funds available at the DBC will also impact award amounts. The Financial aid office will provide more detail information during the counseling

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	\$489	\$1,218
Transportation	\$130	\$ 146
Personal/misc.	\$345	\$316

Student Eligibility Requirements

To be eligible for financial aid, a student must:

- Be admitted as a regular student:
- Be enrolled or accepted for enrollment in an eligible program 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 a satisfactory progress (as defined by the school’s policy) in the course of study
- Be registered for selective service (if male born on or after January 1, 1960)
- Have a High School diploma, (or its equivalent) a GED
- Agree to use any federal student aid received solely for education purposes.

Definitions

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

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 Hours: Is a 50 to 60 minutes of supervised instruction during a 60 minutes 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. FSA regulations refer to the amount of aid that exceeds the allowable charges as a credit balance

Dependent Student: He/She is an individual that does meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

Dependent: He/she is an individual other than the spouse that has been support and will continue to be supported (50% or more of that individual personal expense) 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 an independent.

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: You must be one of the following to receive federal student aid: U.S. Citizen U.S. National, U.S. permanent resident who has an I-151 or I-551 (Alien Registration receipt card). Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations: Refugee, Asylum Granted. Indefinite Parole and/or Humanitarian Parole Cuban-Haitian entrant, T-Visa holder(T-1, T-2, T-3etc) and 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 ELIGIBILITY FOR FEDERAL AID:

- 1. F1 or F2 Student visa
- 2. J1 or J2 exchange visitor visa only
- 3. G series visa (pertaining to international organizations)

Independent Student: An individual who meets one of the following criteria:

- Were you born before January 1, 1988?
- As of today, are you married? (Separated but not divorced)
- As of July 1, 2012 will you be graduate or professional student?
- Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
- Are you a veteran of the U.S. Armed Forces?
- Do have children who will receive more than half of their support from you between July 1, 2012 and June 30, 2013?
- 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, 2013?
- 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?
- As determined by a court in your state are you or were you an emancipated minor?
- As determined by a court in your state of legal residence, are you or were you in legal guardianship?
- At any time on or after July 1, 2011, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2011, 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?

- At any time on or after July 1, 2012, 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?

Parents(S): For the purposes of the financial aid programs, “a parent” is the mother and/or father or adoptive parents, step parent 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.

Financial Needs: 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 notation, date terminated by the institution, date of three consecutive weeks of absences, or date when the student failed to return from an approved leave of absence.

Recoveries: Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to terms stated in the promissory note of the students’ loans. If funds from the grant 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 take repayment arrangements with the U.S. Department of Education within 45 days from the student’s withdrawal 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 U.S. Department of Education.

Refunds: If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1) Pell Grant, 2) Federal SEOG. This order would apply in accordance to the aid programs available at the institution.

Transfer Student: A student, who attended a Post-secondary institution before the enrollment at Diamond Beauty College, is required to provide a Financial Aid history from each of the institutions attended within the last six months before the enrollment at this institution. If a financial aid history is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid histories are received by Diamond Beauty College.

Verification Process

Federal regulations 34 C.F.R Part 668, subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 – executing legislation 20 U.S.C. 1094 governing the Title IV programs require schools to be sure of certain applicant-reported data. These regulations require school to develop written policies and procedures for verification. The school is requiring making these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions process. To follow the regulation and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school may not disburse PEL grant until completion of verification.

Who must be verified: Diamond Beauty College shall verify 100% of those students selected by the need analysis (ISIR) system for verification.

Verification Exclusions: Applicants excluded from verification include:

- Death – Applicant dies during the award year or before the deadline for completing the verification.
- Not an aid recipient-The student being ineligible for aid and withdrawing without receiving it.
- Applicant is eligible to receive only unsubsidized student financial assistance
- Post enrollment-The students was selected for verification after ceasing to be enrolled at school and all(including late)disbursement were made
- 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 contact by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
- Complete verifications – If the student completed the verification at another institution prior to transferring to this school is all the following documents are provided from that school: 1/ letter stating that the verification process was completed. 2/ copy of the application data that was verified, and if the student was awarded PELL grant, a copy of the signed SAR/ISIR. 3/ a completed Financial Aid transcript.

Required Verification Documents: 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 education institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AFGI) for the base year (2011).
- U.S. income tax paid for the base year (2011)
- IRA Deductions
- Certain untaxed income and benefits for the base year if certain conditions would apply include:
 - Social security benefits.
 - Child support.
 - Untaxed payments to IRA or Keogh or Foreign income
 - Tax Exempt interest
 - Untaxed portion of Pensions

Diamond Beauty College shall resolve inconsistent application information for all applicants, in agreement with requirement of 34. C.F.R. part 688.16 (f)

Documentation Required: Tax filer student, spouse and/or parents (as applicable) IRS Tax Return Transcript and Copy of tax return. Non tax filler student, spouse and/or parents (as applicable) form W-2, form 4868, Signed statement, or agency documentation for SNAP (food stamps)benefits. Applicants shall complete the appropriate sections of the Verification Worksheet. 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 office may require/provide other appropriate forms.

Time Period for Providing Documentation: Applicants must provide the required documentation within 14 days from the request of FAO. Diamond Beauty College may not disburse FSA funds until the student has completed required verification.

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 verification:

- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students on postsecondary institutions
- Change in dependency status
- Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application.
- This process does not apply if the change occurs due to marriage
- Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculated. This process does not apply if the change occurs due to marriage
- The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

Consequences of Failure to provide documenting within the specified time period(S): If the student cannot provide all required documentation, the school cannot complete the verification process within 14 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 option

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

Interim Disbursements: The school may make interim disbursement for one disbursement if FAO have no reason to question the accuracy of the information on the FAFSA.

Tolerance: If there are non-dollar errors and if the error in the dollar items total is less than \$25.00 there is no requirement to recalculate the student's EFC.

Referral Procedure: The school shall forward to the Secretary of Education, referral of fraud cases.

Constitution Day

Pursuant to legislation passed by Congress, educational institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on September 17 of each year. Diamond Beauty College presents programs pertaining to the United States Constitution on September 17 of each year.

Voter Registration

You may register to vote by completing the online voter registration form at www.sos.ca.gov/nvrc/fedform/ and then mailing it to the pre-printed address on the form. You may also register to vote whenever you apply for or renew your driver's license or state-issued ID card. For more information, please visit the California Secretary of State website at: www.sos.ca.gov/elections/elections_vr.htm.

Academic Programs

Cosmetology (1600 Clock Hours)

This program prepares the student for the State Board Examination and for employment in the field of Cosmetology. This program is offered as a Clock-Hour program.

POTENTIAL OCCUPATION AFTER COMPLETION

Hair Stylist, Hair Colorist, Manicurist, Make-Up Artist, Facial Expert, Wig and Hairpiece Specialist, Skin-Hair-Scalp Specialist, Beautician on an ocean liner.

INSTRUCTIONAL METHODS

This program is taught using a combination of following methods:

1. Classroom lectures on theory
2. Demonstrations by the instructor
3. Supervised practices during clinical sessions
4. Practices on clients

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 pedicure, 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.

GRADING PROCEDURE

Student's academic performance is graded four times throughout the program, at the completion of: 450, 900, 1,250, and 1,600 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 40% toward the grade
2. Practical Operations scores count 40% toward the grade
3. Professionalism count 20% toward the grade

For the second grading period and beyond, the average grade is cumulative, i.e., scores from previous grading periods will be included in the calculation.

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

At each grading period, a student must meet or exceed the minimum average grade as outlined below.

Grading Period	Minimum Average Grade
450 hrs	70
900 hrs	70
1,250 hrs	70
1,600 hrs	70

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
400	267
800	534
1,200	800
1,600	1,067
2,000	1,334
2,400	1,600

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Cosmetology with a final grade of 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 state licensure 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%.

SUBJECT OF TECHNICAL INSTRUCTION

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.

Total Theory Hours: 465
 Total Practical Hours: 1,135
 Total Hours: 1,600

	Subject	Minimum Hours Theory	Minimum Operations
1	Cosmetology Act and Board Rules	20	
2	Cosmetology Chemistry	20	
3	Theory of Electricity in Cosmetology	5	
4	Bacteriology, Sterilization & Sanitation, Safety Precautions, Anatomy and Physiology	65	10
5	Wet Hairstyling	25	200
6	Thermal Hairstyling	20	40
	Health Safety/Hazardous Substance	20	
	Chemical Skin Peels, Masks, etc.	10	
	Press & Curl		20
7	Permanent Waving	20	80
8	Chemical Straightening	20	25
9	Hair Cutting	20	80
10	Hair Coloring and Bleaching	40	
	A. Bleaching		20
	B. Hair Coloring		50
11	Scalp and Hair Treatments	5	20
12	Facials		
	A. Manual	5	10
	B. Electrical Facials	10	15

13	Eyebrow Arching and Hair Removal	10	20
14	Make-Up	15	10
15	Manicuring and Pedicuring		
	A. Water Oil Manicure	5	15
	B. Complete Pedicure	5	10
	C. Artificial Nails	25	
	1. Liquid & Powder Brush-Ons		50 nails
	2. Artificial Nail Tips		50 nails
	3. Nail Wraps and Repairs		20 nails
16	Additional Training (A). May include professional ethics, personal hygiene, good grooming, salesmanship, normal cleanup duties, required keeping of student daily records, modeling, desk, and reception. May also include not more than eight (8) hours credit for field trips. Such field trips shall be under the direct supervision of a licensed cosmetology instructor. Date, time and description of field trip shall be recorded on Student's daily record. (B). All Students shall have completed the specified minimum required hours and operations upon completion of sixteen hundred (1600) hours course. A Proof of Training record shall be issued.	100	

Esthetician (600 Clock Hours)

This program prepares the student for the State Board Examination and for employment in the field of Esthetician. This program is offered as a Clock-Hour program.

POTENTIAL OCCUPATION AFTER COMPLETION:

Esthetician, Facial Specialist, Make-Up technician for T.V./Modeling, Agency, Make-Up Specialist, Chemical Peel Specialist, Hair Removal Specialist, Facialist for Doctors in the field of Reconstructive and Plastic Surgery.

INSTRUCTIONAL METHODS

This program is taught using a combination of following methods:

1. Classroom lectures on theory
2. Demonstrations by the instructor
3. Supervised practices during clinical sessions
4. Practices on clients

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.

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 APPRECIATIONS TO BE DEVELOPED:

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

GRADING PROCEDURE

Student's academic performance is graded four times throughout the program, at the completion of: 300 and 600 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 40% toward the grade
2. Practical Operations scores count 40% toward the grade
3. Professionalism count 20% toward the grade

For the second grading period and beyond, the average grade is cumulative, i.e., scores from previous grading periods will be included in the calculation.

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

At each grading period, a student must meet or exceed the minimum average grade as outlined below.

Grading Period	Minimum Average Grade
300 hrs	70
600 hrs	70

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
300	200
600	400
900	600

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Esthetician with a final grade of 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 state licensure Examination.

LICENSING REQUIREMENTS:

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

SUBJECT OF TECHNICAL INSTRUCTION

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.

Total Theory Hours: 290
 Total Practical Hours: 310
 Total Hours: 600

	Subject	Minimum Hours Theory	Minimum Operations
1	Cosmetology Act and Board Rules and Regulations	10	
2	Chemistry	10	
3	Health and Safety/Hazardous Substances	20	
4	Electricity	10	
5	Disinfection and Sanitation	10	10
6	Bacteriology	15	
7	Facials - Manual	20	40
8	Facials - Electrical	30	60
9	Chemical Skin/Peels, Masks, Packs, and Scrubs	20	40
10	Eye-brow Arching/Tweezing	5	10
11	Hair Removal/Waxing and Depilatories	20	40
12	Make-up/Skin Analysis/False Eyelash Application	20	40
13	Additional Training May include professional ethics, personal hygiene, good grooming, salesmanship, and normal clean-up duties, required keeping of student daily records, modeling, desk and reception. May also include not more than sixteen (16) outside field trip hours. Such field trips shall be under the direct supervision of a licensed instructor. Date, time, and description of field trip shall be recorded on Student's daily record.	100	

Manicuring (400 Clock Hours)

This program prepares the student for the State Board Examination and for employment in the field of Manicuring. This program is offered as a Clock-Hour program.

POTENTIAL OCCUPATION AFTER COMPLETION:

Manicurist, Pedicurist, Nail Art Specialist.

INSTRUCTIONAL METHODS

This program is taught using a combination of following methods:

1. Classroom lectures on theory
2. Demonstrations by the instructor
3. Supervised practices during clinical sessions
4. Practices on clients

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.

GRADING PROCEDURE

Student's academic performance is graded four times throughout the program, at the completion of: 200 and 400 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 40% toward the grade
2. Practical Operations scores count 40% toward the grade
3. Professionalism count 20% toward the grade

For the second grading period and beyond, the average grade is cumulative, i.e., scores from previous grading periods will be included in the calculation.

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

At each grading period, a student must meet or exceed the minimum average grade as outlined below.

Grading Period	Minimum Average Grade
200 hrs	70
400 hrs	70

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
200	134
400	267
600	400

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Manicuring with a final grade of 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 state licensure 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 Manicuring course as described above and passed the Manicurist Licensing Exam with an overall average of 75%.

SUBJECT OF TECHNICAL INSTRUCTION

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.

Total Theory Hours: 135
 Total Practical Hours: 265
 Total Hours: 400

	Subject	Minimum Hours Theory	Minimum Operations
1	Cosmetology Act and Board Rules and Regulations	10	
2	Cosmetology Chemistry	10	
3	Bacteriology, Sanitation, and Sterilization, Safety Precautions, Anatomy, and Physiology	20	10
4	Water and Oil Manicures including Hand and Arm Massage	15	40
5	Complete Pedicure, including Foot and Ankle	10	20
6	Application of Artificial Nails A. Liquid and Powder Brush-On B. Nail Tips C. Nail Wraps and Repairs	15 10 5	80 nails 60 nails 40 nails
7	Additional Training May include professional ethics, personal hygiene, good grooming, salesmanship, and normal clean-up duties, required keeping of student daily records, modeling, desk and reception. May also include not more than sixteen (8) outside field trip hours. Such field trips shall be under the direct supervision of a licensed instructor. Date, time, and description of field trip shall be recorded on Student's daily record.	25	
8	Health and Safety/Hazardous Substances	15	

Cosmetology Instructor Trainee (600 Clock Hours)

This program prepares the student for the profession of Cosmetology Instructor. This program is offered as a Clock-Hour program.

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

POTENTIAL OCCUPATIONS AFTER COMPLETION:

Instructor of Cosmetology, Master educator, supervisor of school, potential owner of school or company demonstrator.

INSTRUCTIONAL METHODS

This program is taught using a combination of following methods:

5. Classroom lectures on theory
6. Demonstrations by the instructor
7. Supervised practices during practical sessions

PERFORMANCE OBJECTIVE:

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

SKILLS TO BE DEVELOPED:

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

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED:

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

GRADING PROCEDURE

Student's academic performance is graded four times throughout the program, at the completion of: 200 and 400 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

4. Theory exam scores count 40% toward the grade
5. Practical Operations scores count 40% toward the grade
6. Professionalism count 20% toward the grade

For the second grading period and beyond, the average grade is cumulative, i.e., scores from previous grading periods will be included in the calculation.

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

At each grading period, a student must meet or exceed the minimum average grade as outlined below.

Grading Period	Minimum Average Grade
300 hrs	70
600 hrs	70

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
300	200
600	400
900	600

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Cosmetology Instructor Trainee with a final grade of 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.

LICENSING REQUIREMENTS *:

Effective January 1, 2005 the California Board of Barbering and Cosmetology will no longer have the authority to issue new or renewal licenses for barber instructor or cosmetology instructors. Therefore, the Instructor Trainee course is no longer necessary to obtain an instructor's license.

SUBJECT OF TECHNICAL INSTRUCTION

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.

Total Theory Hours:	390
Total Practical Hours:	210
Total Hours:	600

	Subject	Theory Hours	Practical Hours
1	The Barbering and Cosmetology Act and the Bureau's Rules and Regulations	10	
2	Preparatory Instruction: A. Instructional Techniques: Methods of Instruction, lecture, demonstrations, performance, communication skills, instructional aids, and use of questions to promote learning. B. Organization Techniques: 4 step teaching method, performance objectives and learning domains, etc. C. Lesson Planning: Subject, title, outlines, development and visual aids. D. Techniques of evaluation: purpose of test. Types of test, text administration, scoring and grading, etc.	40 30 60 10	 110 100
3	Conducting classroom and technical instruction and demonstration for three (3) or more students on all practices of cosmetology.	140	
4	Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory.	100	

Massage Therapy (600 Clock Hours)

This program prepares the student for the profession of Massage Therapist. This program is offered as a Clock-Hour program.

POTENTIAL OCCUPATION AFTER COMPLETION:

Massage Therapist Specialist, product representative and company demonstrator.

INSTRUCTIONAL METHODS

This program is taught using a combination of following methods:

8. Classroom lectures on theory
9. Demonstrations by the instructor
10. Supervised practices during clinical sessions
11. Practices on clients

PERFORMANCE OBJECTIVE:

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

SKILLS TO BE DEVELOPED:

Uses of proper implements relative to all massage 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 APPRECIATIONS 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.

GRADING PROCEDURE

Student's academic performance is graded four times throughout the program, at the completion of: 200 and 400 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

7. Theory exam scores count 40% toward the grade
8. Practical Operations scores count 40% toward the grade
9. Professionalism count 20% toward the grade

For the second grading period and beyond, the average grade is cumulative, i.e., scores from previous grading periods will be included in the calculation.

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

At each grading period, a student must meet or exceed the minimum average grade as outlined below.

Grading Period	Minimum Average Grade
300 hrs	70
600 hrs	70

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
300	200
600	400
900	600

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Massage Therapy with a final grade of 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.

LICENSING REQUIREMENTS:

There is No State Licensing Requirement. Every city has an application process that varies from city to city.

Subject	Hours
History, Requirements, Ethics and Business	32
Historical Overview of Massage	4
Requirements for the Practice of Therapeutic Massage	4
Professional Ethics for Massage Practitioners	8
Business Practices	16
Anatomy, Physiology, Kinesiology, and Pathology	168
Overview	8
Cells and Tissues	8
Anatomical Positions, Terms, and Meanings	8
Integumentary System	8
Skeletal System	8
Muscular System	20
Circulatory System	8
Lymph-vascular System and the Immune System	8
Nervous System	12
Endocrine System	8
Respiratory System	8
Digestive System	8
Excretory System	8
Human Reproductive System	8
Pathology	40
Massage Assessment, Theory and Application	216
Effects, Benefits, Indications, and Contraindications of Massage	12
Equipment and Products	12
Sanitary and Safety Practices	12
Consultation	12
Classification of Massage Movements	12
Application of Massage Technique	12
Procedures for Complete Body Massages	24
Face and Scalp Massage	12
Hydrotherapy	24
Massage for Nursing and Healthcare	12
Athletic/Sports Massage	24
Specialized Massage	24
Therapeutic Exercise	24
Massage Techniques	184
Basic Traditional Massage	16
Basic Swedish Massage	20
American Techniques	20
Basic Shiatsu/16 Movements	60
Aromatherapy	8

Patterns of KI/QUI/CHI	20	
Front/Back/Side Channels (Acupressure)	20	
Introduction System Massage	8	
Introduction Holistic Therapy	12	
Total		600