

PRINCESS
THE INSTITUTE OF BEAUTY
STUDENT CATALOG

JANUARY 1, 2011 – DECEMBER 31, 2012

1605 EAST MANNING AVE,
REEDLEY, CA. 93654
(559) 637-0503

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GENERAL INFORMATION

This catalog is design to help you understand our program at Princess the Institute of Beauty. The information is designed to provide you with essential information that you will need to embark on a new and exciting career in the field of cosmetology. More detailed information will be personally provided by appointment at our school. Princess the Institute of Beauty is committed to helping you succeed in your career. Whether you recently left high school or you are interested in pursuing a second career, our staff is here to help you accomplish your goals. We offer the folowing programs:

COSMETOLOGY	1,600 CLOCK HOURS	(Certificate)
NAIL CARE	400 CLOCK HOURS	(Certificate)
SKIN CARE	600 CLOCK HOURS	(Certificate)

Mission Statement

To provide a comprehensive and quality training and education that will assist our graduates to succeed in the world of cosmetology and to promote professional growth and provide students with a foundation for future success.

Vision Statement

Princess the Institute of Beauty will provide a learning environment that embraces a culture of growth, value and opportunities accomplished through continuous improvement, commitment and satisfaction of student's accomplishments throughout their productive careers. To maintain a program that is constant with the needs of our community we have offer so the students have a choice of study in Spanish or English of the newest professional techniques.

Facilities

Princess The Institute Of Beauty campus is located at 1605 East Manning, Reedley, CA. 93654 where all classes are held. The campus is located at the corner of East Manning Avenue and Rd. Instruction is in residence with facility occupancy level accommodating 50 students at one time.

The building is designed for an Institution of Cosmetology with minimum 3750 sq. ft. and ideal atmosphere and environment for learning the profession of Cosmetology with an entrance into the administrative area and classrooms. Restrooms are available in the building. Instruction is provided in the primary classrooms.

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This institution currently does have limited sponsored programs government or otherwise. Enrollment and admissions as well as all classroom study takes place at this site. All student records are kept at this site. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health. The ratio of students to equipment is 1:1.

INSTRUCTIONAL AIDS: Facial charts, visual aids, charts, mannequins for students practice, books as required by the California Barbering and Cosmetology Program, plus magazines, styling books relative to

the study of Cosmetology, computerized chapter reviews on all subjects, practice computerized state exams and professional study guides are available on site.

Libraries

The school does not have a library on campus but students have access to reference texts and materials useful in completing the program of study. Materials are to be used on campus and are available during normal class hours.

Office Hours

Business office hours are Monday through Friday from 8:00 AM to 5:00 PM. Class sessions vary and are described in the course information section that accompanies each program. The institute observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided at the back of this catalog.

Administration and Staff

Maria E. Moore, Director & Instructor Licensed Cosmetologist
7542 S. Alta, Reedley, CA. 93654

Marion Mendez, Office Manager
Reedley, Ca. 93654

Lizbeth Viera, Instructor
Reedley, Ca.

Qualifications: Instructing staff members are licensed Cosmetologists and maintain a current license. In addition, each instructor has several years of experience in the Cosmetology profession. All staff meetings are held quarterly at the premises of the school, 1605 E. Manning Ave, Reedley, Ca. 93654. Notices are sent out in advance.

Governing Goals

The students of the community are to actualize the benefits of an exemplary education, Princess the Institute of Beauty must have a clear sense of the goals it is trying to accomplish, the characteristics of the school it seeks to provide, and the contributions that the various staff members in the Institution must make in order to transform these ideals into reality.

EFFECTIVE LEADERSHIP: Exemplary institute requires effective leaders, who are able to:

- Build a shared vision to promote the success of all students.
- Maintain a positive school or department culture.
- Ensure an effective instructional and services program, and
- Manage the operations and resources effectively.

STAFF COMMITTED TO PROFESSIONALISM: An exemplary institute operates on the premise that it can only be as good as the personnel that it employs. Therefore, it is committed to recruiting and retaining outstanding educators and support staff who can advance the Institute's vision. Each of us has a

responsibility to ensure that the PRINCESS logo is recognized as a symbol of service, professionalism, integrity, and high student achievement. As ambassadors of the vision, every employee and student will be held to the expectation of promoting service, professionalism, and integrity in every aspect of the performance of their duties.

REGOROUS CURRICULUM AND EXCELLENCE IN TEACHING: An exemplary institute provides a standards-based curriculum that is balanced and rooted in real world application of content, skills, and knowledge. The academic progress of each student is closely monitored and support is provided for those who require additional assistance. Decisions are made based on the analysis of student performance data. Instruction is differentiated and reflects best practices. In the final analysis, the effectiveness of an institute is determined on the basis of the conduct, character, and achievement of its students. A system of accountability is in place that monitors overall student achievement. A system of accountability is in place that monitors overall student achievement.

Princess Institute of Beauty has adopted the "PIVOT POINT SALON FUNDAMENTALS" This concept embraces healthy body and mind, effective communication, and human relations. These fundamentals are design to develop professional skills to industry standards. These standards are measured in three levels. Level 1 beginning: Level 2 intermediate and Level 3: Entry level proficiency for beginning stylist.

Student Grievance Procedure

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students & staff to communicate any problems that arise directly to the individual (s) involved. If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of "discussing" differences will resolve the problem. In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. All written complaints will be resolved within 10 days and will be sent to the student in writing. *If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:*

Bureau for Private Postsecondary Education,
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833 www.bppe.ca.gov

Mailing address is:

P. O. Box 980818 W. Sacramento, CA 95798-0818
Toll Free Number: 1 (888) 370-7589
Telephone Number: (916) 431-6959 Fax: (916) 263-1897
By E-mail to: bppe@dca.ca.gov

DISCLOSURE STATEMENTS

- ✓ Princess the Institute of Beauty is a private postsecondary institute approved to operate by the Bureau for Private Postsecondary Education.
- ✓ 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 P.O. Box 980818, West Sacramento, CA 95798. www.bppe.ca.gov Phone: (916) 431-6959 Fax: (916) 263-1897.
- ✓ As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- ✓ A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888-370-7589) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site (www.bppe.ca.gov).
- ✓ Princess the Institute of Beauty does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- ✓ Princess the Institute of Beauty students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English. Princess the Institute of Beauty does not offer English as a Second Language.
- ✓ This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status.
- ✓ Princess the Institute of Beauty does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its degree or certificate programs.
- ✓ Princess the Institute of Beauty has no dormitory facilities under its control and it does not offer housing and has no responsibility to find or assist a student in finding housing.
- ✓ Princess the Institute of Beauty does not offer state or federal financial aid programs.
- ✓ If student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- ✓ Princess the Institute of Beauty does not have an articulation agreement or transfer agreement with any other school, college or university at the present time.
- ✓ California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Every student must maintain a satisfactory grade in class and clinical practices, completed all assigned projects, maintain a passing average in theory and pass the mock board. They must also have been in attendance for the required amount of clock hours as set forth in the course of instruction. The student must have all financial requirements fulfilled.
- ✓ Princess Institute of Beauty will also conduct instructions in Spanish. Students attending instructions in Spanish must have a general professional proficiency of Spanish. Students must be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations. Students must be able to read within a normal range of speed and with almost complete comprehension.

ADMISSION REQUIREMENTS

California Cosmetology Law established the following minimum requirements for admission to a school of Cosmetology: The applicant must:

- Be 17 years of age
- Be of good moral character
- Be free of contagious disease.
- Have completed two years of high school or the equivalent. (GED, California State Proficiency test, Etc.) as required by the California State Board of Cosmetology to be eligible to the State Board examination and in certain special circumstances, currently enrolled high school students.
- Students may begin training at 16 years of age, but must be at least 17 years in order to take the California State Board Examination.
- Have not been convicted of crime or matter outlined in Business and Professions (B&P) Code Section 480.
- Have a Social Security Number.
- We do not offer an ATB (ability to Benefit) status. Students who do not have the minimum of a high school diploma or GED are not eligible for federal student financial assistance programs.

Note that the ability to be trained is determined on the basis of a personal interview. Upon completion of a course of study, a certificate will be awarded. “As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.”

Equal Opportunity

Princess the Institute of Beauty, is committed in providing equal education and employment opportunities to all persons regardless of, but not limited to, race, color, religion, national origin, gender, marital, parental status, disability, age, or sexual orientation.

Enrollment

Princess the Institute of Beauty has continuous enrollment for Cosmetology, Nail Care and Skin Care. Upon enrollment, students will be oriented to school policies, rules and regulations needed to comply with the California Barbering and Cosmetology Program and be informed of all established tuition, fees and charges.

Student Records

Students are guaranteed the right to access and review their personal files in compliance with the 1974 Family Education Right to Privacy Act. Third party requests for information will require written authorization from the student. Under no circumstances will information regarding a student, parent or guardian be released without the written consent of the student. The school will provide copies of any

information sent out of the school at the request of the student. Maintaining and safeguarding student records, both personal and financial, are the responsibility of the Administrator.

Enrollment Procedure

1. The student must request an appointment to view their records. If the student is not a dependent minor, no one – including parents or guardians- can view a student’s records without the written permission of the student with the exception of representatives of federal or state government or other agencies acting on behalf of federal or state government in the course of review activities.
2. The Administrator or designated representative will schedule the appointment request as soon as possible or within three business days of the request.
3. The Administrator or an appointed representative will be present at all times during the review of the student’s records to provide security of such records and any interpretation that may be required.
4. All student record reviews will be documented as to the date of review. This can be recorded by the Student Advising form or copy of permission notice and kept in the student’s file.
5. A student may refuse to authorize release of “directory” information as indicated below by signing a Non-disclosure Form: The school presently does not publish a directory with any such information.
 - Name, address and telephone number
 - Date and place of birth
 - Major field of study and dates of attendance
 - Degrees and awards
 - Date of graduation
 - Previous school(s) attended
 - Date of graduation from previous school(s)
6. The school must provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Cosmetology Arts and Sciences, or in response to a directive of the Commission.

Transfer Policy

Transfer students from accredited schools must follow the same application procedures as new applicants. In addition they must submit official transcripts of all work undertaken at the post-secondary level. Princess Institute of Beauty does not accept any student who is not in good academic, attendance or ethical standing at a previous institution. A certificate of completion will be provided transfer students completing the program with Princess The Institute Of Beauty. This institution does not and will not recruit students already attending or admitted to another school offering a similar program of study.

Credit For Previous Training

Credit for previous training is given if a certified transcript is presented from a licensed California cosmetology school. Credit for out-of state training must be submitted through the State board. Course

work will be adjusted accordingly, and all records of previous education will be maintained as part of the student's permanent record. A transfer student is assessed an hourly tuition rate to assure that proper financial credit may be given for previous training. Should transfer student is found during evaluation that he or she need more attention and educational efforts, we will discuss increasing tuition rates and time of training needed at our school. It is our goal to bring all transfer students up to the same level of learning as a student that has been with us since clock hour 1 and because of that, as of that, as of 2011 the hourly rate is calculated at a minimum of \$8.50 per clock hour.

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at Princess Institute of Beauty is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Cosmetology, Nail Care or Skin Care is also at the complete discretion of the institution to which you may seek to transfer. If the certificate you earn in Cosmetology, Nail Care or Skin Care that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your courses work at the 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 Princess Institute of Beauty to determine if your certificate you earn in Cosmetology, Nail Care or Skin Care will transfer.”

Leave Of Absence

A student requesting for a leave of absence must do so in writing specifying the following:

- Reason for leave of absence
- Specific date of departure from school
- Specific date student will be returning to school
- Student must be in good standing with the institute.

Readmission Requirements

Any student who voluntarily withdraws or is expelled from the institution must apply for readmission in accordance with the aforementioned admission requirements. Students who have been granted a leave of absence status from the school are exempt from this requirement.

Liability

Princess Institute of Beauty assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds.

Retention of Records

Princess Institute of Beauty will maintain student records for five years, as required by state law. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time

shall be granted only upon decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena.

Transcripts

Student transcripts will be maintained permanently. A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The institute reserves the right to withhold an official transcript, if the student's financial obligation to the institute is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The institute also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for the second copy. Diplomas and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the institute.

STUDENT SERVICES

Counseling Service

Princess the Institute of Beauty takes a personal interest in each individual student. Every student is extended the privilege of consulting with the Director at any time. Additional referrals for professional counseling may be requested at the student's expense.

Placement Assistance

We have support from the community's salon owners and take great pride in encouraging our student's placement at their salons. We also provide a job listing bulletin board for students to review employment opportunities. We cannot guarantee placement or use it as an endorsement to enroll.

ACADEMIC POLICIES

Cosmetology school experience and credit are not calculated or granted on the basis of unit, months, weeks or days; they are calculated by the hour in accordance with the California State Board of Barbering and Cosmetology.

Hours: Regular school hours are Tuesday through Saturday, 8:00 a.m. to 5:00 p.m. Students are scheduled to attend school eight (8) hours per day, five days per week.

Records

- a) Each student is required to maintain an individual time card (Student Daily Record of applied effort), which when used properly records a period of attendance and applied effort on a daily basis.
- b) Students are required to clock in and out upon arrival, lunch time, and departure time, utilizing an electronic time clock and time card.

- c) Student daily records are the property of the school and are to remain on campus.
- d) Clocking in and out for another student is considered the equivalent of academic dishonesty in a clock-hour based program, and could result in dismissal from school or time lost.
- e) The correct procedure for clocking in and out is posted at the time clock. Lunch: Students will be in intervals of an hour lunch period. Students must notify the floor instructor and reception desk when going to and returning from lunch. Failure to clock out or back in from lunch will result in loss of attendance hours.

Breaks

Students are allowed up to two 15-minute breaks per eight hour day. Students are not required to clock in and out during regular breaks if they do not exceed 15 minutes and they remain on campus; however, if a student needs longer than 15 minutes, or needs to leave the campus grounds during a break (or any time), they MUST CLOCK OUT. Failure to clock out and back in, under these circumstances will result in a loss of attendance hours for that period of time. Should student need to leave campus in vehicle, he or she must be off time clock.

Absenteeism

Excessive unexcused absences and/or tardiest constitute reason for disciplinary action. Students should notify the administrative office, supervising instructor, and receptionist of expected absence three day in advance. In the event of an unexpected absence, students should notify the school. Attendance on Saturday is mandatory for all students. If a student incurs an unexcused Saturday absence, he or she will be subject to disciplinary action.

Tardiness

If a student arrives late, and theory class has started, he/she may not sign in until 10:00 am.

Make-up hours

The school does not offer make up hours for absent hours. The student continues to attend until course hours are met. SATURDAY ARE MANDATORY. STUDENTS MAY REQUEST SATURDAY OFF WITH JUSTIFIABLE CAUSE WITH ONE WEEK ADVANCED NOTICE TO FLOOR INSTRUCTOR. STUDENT WILL BE SUBJECT TO ONE DAY SUSPENSION FOR MISSING SATURDAY.

Termination

Any student absent more than three (3) consecutive weeks without being on an approved leave of absence or other official non-attending status will be withdrawn from school. Formal termination also may occur in cases where a student fails to return an official leave of absence. When a student does not return from a leave of absence and does not notify the school that he or she has mitigation or extenuating circumstances, the documented date of return is used as the termination date. In addition, any student who fails to maintain satisfactory progress or fails to abide by the schools rules and regulations is subject to termination of enrollment. NOTE: The school does not charge a termination fee.

Conduct Policy

Good conduct is expected of all students. This includes following all the school rules, regulations and following the directions and instructions of the staff. Any problems are to be brought to the attention of the Supervisor. Conduct that is unbecoming, rude, vulgar, profane, endangering and or behavior that has a negative reflection on the reputation and welfare of the school will result in disciplinary action upon the discretion of the school Director. Conduct policy applies on or off campus within the scope of school hours.

Drug-Free Policy

Princess the Institute of Beauty is committed to fostering a drug-free environment for its students and employees. Therefore, no student or employee may use, possess, sell or distribute alcohol or other types of “illegal” or controlled substances,” or use possess drug paraphernalia or on school grounds, except for drugs prescribed by a physician. Additionally, the illegal use of prescribed drugs and the inappropriate use of over the counter drugs are also prohibited. Persons showing behavior or conduct indicative of having used or consumed alcohol or other substances shall be prohibited from entering the school grounds or participating in clinic operations.

Princess the Institute of Beauty reserves the right to impose disciplinary action to the extended allowed by local, state and federal laws against students or employees found to be in violation of this policy. School disciplinary action may include suspension expulsion or termination, as well as referral for prosecution to the appropriate governmental agency. Substances prohibited from use on the school site are: Alcohol, marijuana, amphetamines, cocaine, LSD, PCP, and other drugs.

Reasons For Probation, Suspension And Dismissal

Following is the procedures consistent with due process: A student may be placed on probation, suspended or dismissed, or given a sanction:

- a) Theft or non-accidental damage to college property.
- b) Forgery, alteration or misuse of records or documents.
- c) Cheating, plagiarism or other academic dishonesty
- d) Physical or verbal abuse of others or any threat of force
- e) The use, possession, distribution or being under the influence of alcohol, narcotics, or other controlled substances on campus at any time, or off campus at any college sponsored event.
- f) Unauthorized entry into, unauthorized use of, misuse of college property
- g) Disorderly, lewd, indecent, obscene or offensive conduct on campus or off campus at any college sponsored event and or unwelcome physical contact.
- h) Possession or use of explosive or weapons
- i) Failure to comply with directions of college officials acting in performance of their duties.
- j) Obstruction or disruption of the educational process
- k) Soliciting or assisting another do any act which would subject another to student discipline
- l) Any other cause identified as good cause by Educational Code Section 76032 and 76033
- m) Attempting to do any of the above

Dress Code

The school requests that when dressing, all students keep in mind that we prefer that our students present a professional, conservative dress while on school premises.

- A portion of the student's school fees are used to pay for a uniform lab coat.
- Black pants, white top and the lab coat are to be worn Tuesday thru Saturday.
- Students are required to wear a lab coat and name badge while in school. The name badge will be supplied by the school and identifies the student as such.
- Shoes – the student must wear a full shoe that covers the entire foot. No open toes, sandals, clogs, boots, or spike heels or heels less than two inches in diameter. Shoes should also have a no marring bottom/heel/sole.
- The school reserves the right to ask a student to not wear a particular item to school, and to update and/or change the above noted dress code as it deems best for the interest of the school and students.

Satisfactory Progress Policy

Satisfactory progress in attendance and academic work is a requirement of all students enrolled in this school.

Attendance Progress

Cosmetology: Maximum time frame a student has to complete the course is 1705 hours of scheduled attendance. Students must attend at least 80 percent at each scheduled evaluation in order to be considered making satisfactory progress and to complete the course within the maximum time frame.

Nail Care: Maximum time frame has to complete the course is 532 hours of scheduled attendance. Students must attend at least 80 percent at each scheduled evaluation in order to be considered making a satisfactory progress and to complete the course within the maximum time frame.

Skin Care: Maximum time frame has to complete the course 720 hours of scheduled attendance. Students must attend at least 80 percent at each scheduled evaluation in order to be considered making satisfactory progress and to complete the course within the maximum time frame.

Academic Progress

The following factors will be measured to determine academic progress: The practical/clinic work (test, grades, homework, etc.)

Level#1 Students with Beginners' Ability.

- Student completes the task with assistance and/or prompting.
- Student completes the task with inconsistent quality
- Student completes the task with several errors evident in technique.
- Student describes the technique with vague understanding.

Level #2 Students with Intermediate Ability.

- Student completes task alone.
- Student is approaching the industry standard.
- Student performs the task with occasional errors evident in technique.
- Student describes the technique with prompting.

Level # 3 Students with Entry Level Proficiency.

- Student completes task alone.
- Student completes task and meets the industry standard as per text.
- Student communicates and reflects upon the technique to others.
- Student completes the entire procedure in accordance with required time.

Evaluating symbols: P/F (pass or fail). Student must maintain a minimum of 75% on written and task exams. Evaluations will occur periodically.

Completion of courses:

- Cosmetology classes are continuous throughout the year.
- Complete all required classroom training
- Pay all monies due to the school

Upon successful completion of the program, students will be awarded a certificate noting the specific program of study and the completion date and the privilege of a STATE BOARD EXAMINATION.

SCHEDULE OF CHARGES

Program Name	Application fee	Registration fee	Books / Workbooks	STRF	Lab Fee	Student Kit	Tuition	Total Cost
COSMETOLOGY	\$25.00	\$75.00	\$200.00	\$12.50	\$1115.00	\$327.50	\$5000.00	\$6755.00
NAIL CARE	\$25.00	\$75.00	\$250.00	\$2.50	\$897.50	\$250.00	\$1000.00	\$2500.00
SKIN CARE	\$25.00	\$75.00	\$200.00	\$5.00	\$895.00	\$300.00	\$2000.00	\$3500.00

This institution does not charge interest on student installment payments. The institution reserves the right to change tuition and fees, make subject changes when necessary and make substitution in kits as required without prior notice. Any changes will not affect currently enrolled students.

Tuition Policies and fees: Princess the Institute of Beauty, currently does not participate in federal or state financial aid programs: But will allow all students to set-up payment arrangements prior to

commencement of classes. For tuition assistance, students should make arrangements with authorized staff. If a student agrees to pay as training is received, the agreed upon monthly payments to be made by the student are indicated on the Student enrollment agreement. If a student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund.

Cancellation and Refund Policies

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation occurs when you give written notice of cancellation at the institution's address. You can do this by mail, in person, by fax or telegram. The notice, if mailed is effective by postmark date. This notice need not take any particular form; it needs only to state that you wish to cancel this agreement. If you cancel this agreement, the school will refund any money that you paid, less any deductions for equipment not timely returned in new condition within 30 day after receipt of the notice. Cosmetology books and supplies, once used, are not returnable and there is no refund.

PRINCESS THE INSTITUTE OF BEAUTY
1605 E. MANNING AVE
REEDLEY, CA. 93654

Withdrawal & Refund Rights:

You have the right to withdraw from school at any time. If you withdraw from the course after the cancellation period described above, the school will remit a refund less a registration fee of \$75.00 within 45 days following your withdrawal. The institutional refund policy for student who has completed 60 percent or less of the course of instruction shall be a prorated refund. You are obligated to pay only for the educational services rendered and unreturned equipment. If you obtain materials or books, as specified on the front of this agreement, and return it in new condition with 30 days following your withdrawal, the school shall refund the amount paid by you for your equipment. The amount owed equals the hourly charge for the program multiplied by the number of hours of instruction for which the student was scheduled to attend prior with to withdrawal. If the amount you have paid is more than the amount you owe, then a refund will be made within 45 days of your withdrawal date. If the amount that you owe is more than the amount you paid, then you will have to make arrangements to pay it.

ENROLLMENT: Is defined as scheduled hours of attendance, that portion of the course scheduled to be completed between the actual starting date and the date of the student's last day of physical attendance in the school.

HYPOTHETICAL EXAMPLE: You are obligated to pay only for educational services rendered and for unreturned books or equipment.

- a) Deduct a registration fee (\$75.00) from the total tuition charge.
- b) Divide this figure by the number of days in the program.
- c) The quotient is the daily charge for the program.
- d) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.
- e) The refund would be any amount in excess of the figure derived in (D) that was paid by you.
- f) The refund amount shall be adjusted for equipment, if applicable.

Student Tuition Recovery Fund

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

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

In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"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 programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

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

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

PROGRAM DESCRIPTIONS

COSMETOLOGY

OBJECTIVE

The curriculum for students enrolled in Cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices (pursuant to section 7316 of the Bureau of Barbering and Cosmetology) prepares the students for the State Board Examination and provides the knowledge to make him or her highly employable and capable of demonstrating proficient skills and ability to the public. Occupations that are available to a Cosmetologist are: Hairstylist, Manicurist, Make-up Artist, and Cosmetic and Beauty Product representatives.

COMPLETION REQUIREMENTS

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

SUBJECT	HOURS	OPERATIONS
Cosmetology Act & Rules	20	N/A
Cosmetology Chemistry	20	N/A
Health and Safety/Hazardous Substances	45	N/A
Theory of Electricity in Cosmetology	5	N/A
Disinfection and Sanitation	20	10
Bacteriology, Anatomy & Physiology	15	N/A
Salon Management	10	N/A
Wet Hair Styling	25	200
Thermal Hair Styling	20	40
Press and Curl		20
Permanent Waving	20	80
Chemical Straightening	20	25
Hair Cutting	20	80
Hair Coloring	30	50
Bleaching	30	20
Scalp and Hair Treatments	5	20
Facials (manual)	5	20
(electrical)	10	15
(chemical)	10	15
Eyebrow Arching Hair Removal	10	20
Makeup	15	10
<i>Manicuring and Pedicuring</i>		
Water & Oil	5	15
Complete Pedicure	5	10

Artificial Nails

Acrylic: Liquid and powder brush-ons	10	100
Nail wraps and repairs	5	20

School will provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.

Total theory hours come to a minimum of 380 hours. The remaining hours are not specified and are to be used to complete operations within areas determined to be a need for the student, total 1600 hours.

Licensing requirements: Applicants must be 18 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology program as described above and passed the licensing exam with an overall average of 75%. NOTE: Authority section 7312, 7362, and 7362.1 ©Business and Professions Code. Reference: Sections 7316(b) 7321(d)(1), 7362, 7362.5(b) and 7389, Business and Professions Code.

California State Board of Cosmetology License Info

In order to obtain a cosmetology license in California from the California State Board of Cosmetology in cosmetology, esthetics, nail technology, barbering, or electrology, students must complete the California State Board of Cosmetology requirements listed below.

Board of Barbering and Cosmetology License Requirements:

- COSMETOLOGIST: 1600 hours
- ESTHETICIAN: 600 hours
- MANICURIST: 400 hours

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

California State Board of Barbering and Cosmetology

P.O. Box 944226

Sacramento, CA 94244-2260

1-800-952-5210 (phone) 916-575-7281 (fax)

NAIL CARE

OBJECTIVE

The Nail Care course prepares the student for the State Board Examination and provides the knowledge to ensure that the student is employable and capable of demonstrating the skills and ability to work with the public. Technical instructions shall be by demonstration, lecture, classroom participation, and examination. Practical operation will be actual performance by the student of a complete service on another person or on a mannequin.

Some of the potential occupations available to Manicurist are: Nail Technician, Product Representative and Company Demonstrator.

COMPLETION REQUIREMENTS

The curriculum for students enrolled in a nail care course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.

SUBJECT	HOURS	OPERATIONS
The Board's Rules and Regulations	10	N/A
Chemistry related to nail care	10	N/A
Health and Safety/Hazardous Substance	15	N/A
Disinfection/Sanitation	10	10
Bacteriology, Anatomy & Physiology	10	N/A
Salon Management	5	N/A
Disinfection/Sanitation	10	10
Water/Oil Manicure	15	40
Complete Pedicure	10	20
<i>Application of Artificial Nails</i>		
Acrylic: Liquid & Powder Brush-ons	15	80
Nail Tips	10	60
Nail Wraps/Repairs	5	40

Total theory hours come to a minimum of 125 hours. The remaining hours are not specified and are to be used to complete operations within areas determined to be a need for a student, total 400 hours.

Licensing requirements: Applicants must be 18 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology program as described above and passed the licensing exam with an overall average of 75%. NOTE: Authority section 7312, 7362, and 7362.1 ©Business and Professions Code. Reference: Sections 7316(b) 7321(d)(1), 7362, 7362.5(b) and 7389, Business and Professions Code.

SKIN CARE

OBJECTIVE

The curriculum for students enrolled in a skin care course shall consist of 600 clock hours of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instructions shall mean instruction by demonstration, lecture, classroom participation and written examination. Practical operations are actual performances by the student of complete services on other person or on a mannequin. These performances prepare the student for the State Board Examination and provide the knowledge to ensure that the student is employable and capable of demonstrating the skills and ability to work with the public.

Some of the potential occupations available are product representative, Company demonstrator, photo artist, make-up artist and self-employed artist.

The required subjects of instruction in Facials shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

SUBJECT	HOURS	OPERATIONS
Manual, Electrical and Chemical Facials	70	140
Preparation	15	
Laws and Regulation	10	
Health and Safety Considerations	40	
Disinfection and Sanitation	10	
Anatomy and Physiology	15	
<i>Hair Removal and Make-up</i>		
Eyebrow Beautification	25	50
Make-up	20	40

The following issues: Skin analysis, basic and corrective application, application of false eyelashes.

The school will provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client services records, and basic tax information relating to booth renter, independent contractors, employees, and employers.

Licensing requirements: Applicants must be 18 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology program as described above and passed the licensing exam with an overall average of 75%. NOTE: Authority section 7312, 7362, and 7362.1 ©Business and Professions Code. Reference: Sections 7316(b) 7321(d)(1), 7362, 7362.5(b) and 7389, Business and Professions Code.

Course Descriptions

Manual, Electrical and Chemical Facials

Shall include but is not limited to the following Techniques and procedures: Manual Facials include Cleansing, scientific manipulations, packs, and masks. Electrical Facial include the use of electrical include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes: however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose contracting the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost Layers of facial skin, known as the epidermis, may be removed and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.

Preparation

The subject of Preparation shall include, but not be limited to the following issues: Client consultation, and intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care CPR/AED, salon and spa skills.

Laws and Regulation

The subject of laws and regulations shall include, but not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations

The subject of Health and Safety shall include, but is not limited to the following techniques and procedures: Training in chemicals and health in establishments, material Safety data sheet, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.

Disinfection and Sanitation

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Physiology, Bacteriology, skin analysis and conditions.

Eyebrow Beautification

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing tweezing manual or electrical epilatories.

Make-up

The subject of Make-up shall include, but is not limited to the following issues: Skin analysis, basic and corrective application, application of false eyelashes.

Calendar

We observe the following holidays: Thanksgiving, New Year, Christmas, Independence Day, Memorial and Labor Day. If the school is unexpectedly closed due to extenuating circumstances, a sign will be posted on the front door. Students are to return to school the next scheduled day unless otherwise instructed.

The School observes the following holidays:

Thanksgiving	New Year's Day	Memorial Day
Christmas (Dec 24-31)	Independence Day	Labor Day

Schedule

Tuesday – Saturday	08:00 a.m. - 10:00 a.m.	All students attend theory class
	10:00 a.m. - 10:15 a.m.	Break
	10:15 a.m. - 12:00 noon	Clinic or class as required
	12:00 noon - 1:00 p.m.	Lunch break
	1:00 p.m. - 3:00 p.m.	Clinic or class as required
	3:00 p.m. - 3:15 p.m.	Break
	3:00 p.m. - 5:00 p.m.	Clinic or class as required.

This is an outline of the general manner in which students spend their time in school. The institution is open for Cosmetology, Nail Care, and Skin Care program student attendance for eight hours per day, Tuesday through Saturday from 8:00 to 5:00 p.m. as illustrated above. Full time students must attend on average a minimum of 37.5 clock hours per week, and not more than 40 clock hours per week in order to complete the program in accordance with the Institution's satisfactory attendance policy. All programs are clock-hour based; therefore, students complete their course of study at different intervals, depending upon their individual attendance. Cosmetology students complete the 1,600 clock-hour courses in 40 weeks minimum. Nail care students complete the 400 clock-hour program in 10 weeks minimum and Skin Care 600 clock-hour program in 15 weeks minimum.

THE SCHOOL RESERVES THE RIGHT TO MAKE CHANGES TO OR CANCEL THE CLASS START SCHEDULE WHEN NECESSARY TO ACCOMMODATE THE NUMBER OF PRESPECTIVE STUDENTS INTENDING TO ENROLL.