



6317 Mission Street
Daly City, CA 94014

Phone 650/756-2720
650/992-4949
Fax 650/756-0236

Website address: www.hilltopbeautyschool.com

Institution email: hilltopbeautyschool@gmail.com

Publication date: 7/2/12

HILLTOP BEAUTY SCHOOL, INC.
TABLE OF CONTENTS

Table of Contents	1-2
Welcome Message to Students from Director	3
Prospective Student Information Statement	3
Approval Disclosure Statement	4
Educational Objectives / Mission Statement	5
Facilities / For Handicapped Students	5
Accreditation	5
Statement of Non-Discrimination	5
Courses of Study / Distance Training	6
Freshman Class of Enrollment	6
English-as-a Second Language	6
Textbooks, Equipment and Supplies	6
Library / Copyright Policies / Credit Evaluation	6
Calendar / Holidays / Class Schedules	6
Admission Policy	7
Re-Entry Policy / Housing	7
Orientation Class	7
Career Counseling and Personal Attention	7
Health and Physical Considerations	8
Satisfactory Academic Progress Policy	8
Students Must Maintain the Following	8
Evaluation Periods	8-9
Academic / Attendance Warning and Probation	9
Evaluation Periods	10
Appeal Procedures / Re-Instatement	10
Re-Entry / Course Incompleteness	10
Leave of Absence	10-11
Attendance Status / Grading System	11
Student Clock Hour Policy	11-12
Time Card Credit	12
Disclosure and Retention of Student Records and Rights to Privacy (FERPA)	12
Institution Effectiveness / Progress Policy	12
Placement	13
Attendance Policy, Tardy, and Make-up Policies	13
Notice of Students Rights	13
Grievance Procedure	13-14
School Rules, Hours and Regulations	14-15-16
Tuition and Fee Policy	16
Extra Instruction Charges / Brush-up	16
Method of Payments / Scholarships	16
Student Tuition Recovery Fund Disclosure	16-17
Right to Withhold Transcripts and Grades for Non Payment of Tuition	17
Refund Policy-Withdrawal Prior to Course Completion	17
Institutional Policy	17-18
Withdrawal Calculations	18
Refund Policy - Students Right to Cancel	18-19
Determination of Withdrawal from School	19
Return of Title IV	19
Post Withdrawal Disbursement	20
Institutional Refund Policy	20

Federal Refund Policy-Return to Title IV (R2T4)	20-21
Financial Aid - Consumer Information	21
General Financial Aid Information	21
Compliance Statement / Financial Aid Mechanism	22
Student Eligibility Requirements	22
Net Price Calculator	22
U.S. Department of Education Title IV Student Financial Aid Programs	22
Application Procedures and Forms	23
Free Application for Federal Student Aid (FAFSA)	23
Institutional Forms / Deadline	23
Renewal Process / Maximum Annual Reward	23
Disbursements / Determining Need	23
Cost of Attendance	23-24
Award Concept, Selection of Recipients and Packaging Criteria	24-25
Definitions / Academic Year	25
Clock Hour / Credit Balance / Dependency	25
Dependent Student	25
Determination of Withdrawal from School	26
Expected Family Contribution (EFC)	26
Financial Aid Eligibility Citizenship / Eligible Non-Citizen	26
Need / Parent / Payment Period	26
Recoveries / Refunds	26
Reinstatement of Financial Aid	27
Student Aid Report / Transfer Student	27
Verification - Selected	27
Verification Process / Documents Required	27
Required Verification Items	27-28
Time Period for Providing Documentation	28
Applicant Responsibilities	28
Consequences of Failure to Provide Documentation Within the Specified Time Periods	28
Interim Disbursements	29
Tolerances	29
Notification of Results of Verification	29
Referral Procedure / Withdrawals	29
Student Rights and Responsibilities	29-30
Admissions Financial Aid Information and Hours	30
Admissions / Financial Aid / Placement Assistance	30
Emergency Notification and Evacuation Plan	30-31
Drug Abuse Prevention Program	31
Curriculum for Cosmetology Course	32-33
Curriculum for Manicuring Course	34
Curriculum for Instructor Training Course	35
Organizational Chart	36

WELCOME MESSAGE TO STUDENTS FROM DIRECTOR

Dear Student,

Welcome to Hilltop Beauty School.

Thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field experience that will provide you with the opportunity for the education for a successful future in the beauty industry. An industry that provides exciting and rewarding opportunities.

Hilltop Beauty School was founded in 1962 in Daly City. The School is owned by Ms. Tina M. Perry who has owned the school for 33 years. Ms. Perry's goal is to help you to discover your ability to transform your life and the profound effect you will have on others by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your study.

At Hilltop Beauty School, we offer you the fundamental training to pass the Board of Barbering and Cosmetology examination. We place emphasis on how to be successful in the market and work place and how to be successful at every operation necessary to create the life style you desire. This means hard work, dedication, application and practice on your part. You will perform shop management, business concepts, psychology of personal success and much more during your training experience with us.

Sincerely,
Ms. Tina M. Perry
Director

PROSPECTIVE STUDENT INFORMATION STATEMENTS;

- (A) 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. 95798-0818 Phone (916) 431-6959 website: www.bppe.ca.gov
- (B) 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.
- (C) A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Web site: www.bppe.ca.gov

All the instruction given is provided at this institution's address only.

All information in the contents of the school catalog is current and correct and is so certified as true by Ms. Tina M. Perry, Owner & Director.

Signature: _____

APPROVAL DISCLOSURE STATEMENT

HILLTOP BEAUTY SCHOOL INC. DBA as HILLTOP BEAUTY SCHOOL, is a private school and was granted institutional approval from the Bureau for Private Post Secondary Education, P.O. Box 980818 West Sacramento, CA. 95798 www.bppe.ca.gov pursuant to California Education Code Section 94311.1 The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post secondary education institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be re-approved every three years and is subject to continuing review. Approved are the courses: ***Cosmetology - CIP# 12.0401**; 1600 hours, 12-18 months, 53-84 instructional weeks; diploma at end of course. **Manicuring-CIP# 12.0410**; 400 hours, 2.5-5 months, 10-20 instructional weeks, diploma at end of course. ***Instructor Training-CIP# 12.0413**; 600 hours, 5-8 months, 20-32 instructional weeks, diploma at end of course. (*) This course is eligible to participate in the USDE Title IV programs.

Instruction is in residence with facilities occupancy level accommodation of 75 students at any one time. Prospective enrollments 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 school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. If eligible you may apply for one or more of the following programs:

FEDERAL PELL GRANT, FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT & VOCATIONAL REHABILITATION PROGRAM.

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

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Phone: (916) 574-7720 1 (888) 370-7589 (toll free number)
Website: www.bppe.ca.gov
E-mail: bppe@dea.ca.gov

Board of Barbering and Cosmetology
2420 Del Paso Road Suite 100
Sacramento, CA 95834
1-800-952-5210

NACCAS (National Accrediting Commission of Career Arts & Sciences)
4401 Ford Avenue, Suite 1300,
Alexandria, VA 22302-1432 Phone: 703-600-7600

Department of Education (DOE)
San Francisco Regional Facility
US Department of Education
50 Beale St. San Francisco, CA 94102

EDUCATIONAL OBJECTIVES / MISSION STATEMENT

There is always a need for well trained people in the beauty field. Beauty culture is ever changing with the times! What was considered an adequate education years ago is no longer sufficient for today's exacting demands.

If your goal is to be your own boss or have your own business, this is the field for you. Where can men or women with limited education and capital enter a new career that offers so much opportunity for success in so little time than in Beauty Culture? Beauty has become a big success story! More leisure time, bigger incomes and an increase in working women has contributed to the tremendous growth of the beauty industry. The beauty business offers more opportunities in job diversification than most trades or professions. Good cosmetologists are in demand year round in every state and country. Your work is pleasant and you will meet interesting people and work in nice surroundings. You will become an important and respected member of your community. The beauty business is also one of the easiest to get started in and requires relatively little capital.

Our primary objective at **HILLTOP BEAUTY SCHOOL** is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the Board of Barbering/Cosmetology Exams. In the process, our secondary objective is to maximize the development and personal growth of each student as a fulfilled person, to help each student discover his/her potential and function as cosmetologists, entrepreneurs and teachers of our future. Our prime vocational objective is to educate and produce graduates sufficiently knowledgeable to seek and secure employment in the beauty industry. Our successful students are able to function effectively in one of the many specialty areas such as a: Hair Stylist, Hair Colorist, Manicurist, Make-up Artist or as a Beauty Salon Operator. Normal progression should move him or her to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, Supervisor Director, or School Owner.

We are happy to have you visit our school at any time. You're welcome to come in and see our student facilities, our teaching staff and consider the many advantages of enrolling in HILLTOP BEAUTY SCHOOL. We will be pleased to answer all of your questions.

FACILITIES: HILLTOP BEAUTY SCHOOL is located at 6317 Mission St., (it is situated on a main thoroughfare) in Daly City, California. HBS consists of (5,600 sq. ft.) a spacious, very well vented, two story modern facility with many benefits for our staff and students. Our campus simulates salon conditions to help our students "learn-by-doing", facilities consists of a reception area, a clinic floor with 80 stations/chairs, 9 manicure tables, 10 shampoo bowls, 95 student tablet desks, 4 facial beds, steamer, etc. and a variety of supplies that help enhance the students' product knowledge. A specific area is provided for the students use with facilities for eating and rest areas. Each student uses a locker or station to keep his/her uniform and private articles in. Our students have a unique opportunity to work at the reception desk. Mastering such duties as greeting clients, answering the telephone, filling out client work orders, and working with a variety of products. Another one of our prime objectives is to help the students become "salon-ready".

FOR HANDICAPPED STUDENTS: Access for handicapped students to the institution's facilities is not available at the college. The institution does not offer special facilities or programs for the handicapped.

ACCREDITATION: This institution is accredited by the NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES, 4401 Ford Avenue, Suite 1300, Alexandria, VA. 22302 Telephone (703) 600-7600, an agency recognized by the United States Department of Education for Cosmetology Accreditation. As an accredited institution, qualified students may apply for and receive financial assistance for tuition and other costs.

STATEMENT OF NON-DISCRIMINATION: HILLTOP BEAUTY SCHOOL does not discriminate on the basis of race, color, religion, sex, handicap, financial status, and age, area of ethnic origin or residence in its admissions, instruction, or graduation policies.

COURSES OF STUDY: Cosmetology Course (1,600 Clock Hours), Manicuring Course (400 Clock Hours), and Instructor Training Course (600 Clock Hours). The course of study for students enrolled shall consist of the state mandated technical instructional and practical operations covering all practices constituting the art of cosmetology, manicuring, cosmetician and instructor training. Educational Goals: The course of study are designed to acquire the knowledge and skills necessary to pass the board exams and become eligible for profitable employment as a Cosmetologist: (D.O.T. #332.271-010, CIP#12.0401) Manicuring (D.O.T.#331.674-010, CIP#12.0410) Instructor Trainee (D.O.T. #075.127-010, CIP#12.0413). **Occupational Codes:** Cosmetology 39-5012; Manicuring 39-5092; Teacher Trainee 25-1194

DISTANCE TRAINING: HBS does not offer distance training.

FRESHMAN CLASS-ENROLLMENT: The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. SEE CURRICULUMS STARTING ON PAGE 32. The freshman class teaches you from the very beginning and introduces the basis for those areas that you will need to know to pass Board of Barbering/Cosmetology examinations. From this initial introduction, you will learn all fundamentals that are the basis for your future and career. The hours spent in the freshman class are as follows: Cosmetology 400 hrs, Manicuring 50 hrs. HILLTOP BEAUTY SCHOOL considers the freshman classes to be the foundations of your professional future.

ENGLISH – AS – A - SECOND LANGUAGE: Our institution does not offer English - as - a second - language course. However, classes are taught in Spanish for the Cosmetology course only.

TEXTBOOKS, EQUIPMENT & SUPPLIES: Textbooks / Equipment & Supplies will be issued at the beginning of the freshman class. Each student will be issued a complete kit of equipment with a carrying case. The kit contains the equipment necessary for the satisfactory completion of the course. **However, you will be required an “out of pocket” expense to purchase other items necessary for your classes or to replace your lost or broken items while in school.** Your instructor will be advising you of the supplies you will need as you begin each class. Students are expected to maintain the kit by replacing lost or broken articles. **The college is not responsible for a student’s equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade. Certain disposable items are not included in your kit and need to be supplied by each student.**

LIBRARY: The library and reference materials are on the first floor of the school, all videos are kept in a cabinet in the director's office. Students and staff have access and may use any and all materials available. A sign out sheet is used to document use of materials.

COPYRIGHT POLICIES: Making copies or misusing copyrighted materials is not accepted at HBS. Students may face jail, or fines up to \$250,000 or both under the civil or criminal court system. It is strictly prohibited to use any of the institutional equipment to copy, download, or distribute any copyrighted material. The U.S. Copyright Office provides a summary of the penalties for violation of Federal copyright laws. To view these penalties go to their website at <http://www.copyright.gov/help/fag/>.

CREDIT EVALUATION: Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Cosmetology Act and the Board of Barbering & Cosmetology Rules and Regulations. Occasionally, a student’s acceptance by the Institution will depend entirely on the Board of Barbering and Cosmetology Regulations.

CALENDAR / HOLIDAYS: The college is closed on Sundays, Mondays and the following holidays: New Year’s Day, Fourth of July, Thanksgiving Day and Christmas Day. A “special” holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

CLASS SCHEDULES: Classes for Cosmetology, Manicuring and Instructor Trainee Courses start: Weekly each Tuesday. Classes are held Tuesday through Saturday from 8:30 am. to 5:00 pm. Prospective students may apply for enrollment on any day of the school calendar. We offer full and part time schedules.

ADMISSION POLICY: It is the institutional policy that prior to enrollment (signing an enrollment agreement) the institution provides and encourages prospective students to review the institutional catalog, the School Performance Fact Sheet, and other disclosures posted at the institution's website at www.hilltopbeautyschool.com. These documents will assist the student to make a more educated selection of the program of study offered by the institution. The institutional catalog and disclosures are updated annually, the dates covered by the documents are stated on the cover page. The school is accepting applicants for admissions as regular students once one of the following criteria has been met:

- A) Applicant must be 17 years of age or older and must provide a copy of his/her High School Diploma, GED, California State Proficiency Test or its equivalent. Students that have immigrated to the United States will be required to provide a High School Diploma or its equivalent from their country. We do not accept self-certified letters.
- B) **ADMISSIONS TEST:** Currently, HBS uses the WONDERLIC SLE (a passing score of 15 or higher) to determine the student's ability to be trained in the courses offered by HBS. Students must take and pass the test before being admitted in school by signing the enrollment contract and before the first day of class.
- C) Teacher training applicants must have a High School diploma or its equivalent in addition to a valid cosmetology license.
- D) Our school does not recruit students already attending or admitted to another school offering a similar program of study.
- E) HBS does not admit students from other countries with visas or vouch for student status and any associated charge.

Non High School Graduated or GED equivalent, are considered students subject to the Ability to Benefit guidelines. **This school does not enroll Ability to Benefit Students.**

RE-ENTRY POLICY: All students who withdraw may re-enter into the program without the loss of credit of Board of Barbering & Cosmetology hours provided they left in good standing at the date of their withdrawal. All records of the students are stored for five (5) years and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment.

HOUSING: This institution does not assist in finding housing for students.

ORIENTATION CLASS: Orientation classes for students are held as follows for all students: Each Saturday at 9:00 a.m. to 11:00 a.m., **PRIOR TO ANY NEW CLASS STARTING.** All new students, transfers and re-enrollment students are required to attend prior to admission.

CAREER COUNSELING AND PERSONAL ATTENTION: Students are counseled individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful salon owners and stylists are scheduled into the school regularly to give demonstration and discuss the job market, career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time.

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

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

SATISFACTORY ACADEMIC PROGRESS POLICY:

STANDARDS: Our institution expects its students to maintain a Satisfactory Academic Progress (SAP) as established by this institution, under the guidelines of this institution's accrediting body and by all regulatory agencies applicable to HBS. This policy is the same for all students within the programs offered. This policy is established and maintained for all Title IV and private pay students attending this school.

STUDENTS MUST MAINTAIN THE FOLLOWING:

1. Students will be evaluated on three (3) criteria's:
 - 1) Attendance (must average at least 67% of scheduled hours or attendance).
 - 2) Theory Exam Test Grades or completed work projects.
 - 3) Programs regarding the ability to perform required operations (practical skills) in a proficient manner.Completion of 2 & 3 must average at least a "C" (67%) or better on all tests, work projects, and other required course work.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ($2/3 \times 30 = 20$). Regardless of the average level of attendance, students who fail to attend classes for fourteen (14) days will be dismissed. If the student contacts the school to make arrangements prior to the 14th day of absence, the student may be placed on hold until the 21st day. On the 21st day, if the student doesn't return, they are withdrawn. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days up to 60 days are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the "School's Rules" section of this catalog on pages 14-16.
3. Complete the course within one and one-half (1-1/2) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.
4. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course to be considered as meeting satisfactory progress at the end of an evaluation period. A student will be considered to be making satisfactory progress until the next evaluation.

EVALUATION PERIODS: Student's compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

- The point at which 25% of the course is scheduled to be completed;
- The point at which 50% of the course is scheduled to be completed;
- The point at which 75% of the course is scheduled to be completed;
- The point at which 100% of the course is scheduled to be completed;
- The point of actual completion, or at which each additional 400 clock hours are scheduled to be completed, beyond graduation date.

Evaluation periods for the Cosmetology course:

Example: For the 1600 clock hour Cosmetology course, students will be evaluated at the increments in which they are scheduled to reach 400, 800, 1200, and 1600 clock hours, if applicable; at the point of which the students are scheduled to reach an additional 400 clock hours beyond scheduled completion, or at actual completion.

Evaluation periods for Teacher Trainee course:

Example: For the 600 clock hour Teacher Training course, students will be evaluated at the increments at which they are scheduled to reach 150, 300, 450 and 600 clock hours, if applicable; at the point of which the students are scheduled to reach an additional 150 hours beyond scheduled completion, or at actual completion.

Evaluation periods for Manicuring course:

Example: For the 400 clock hour Manicuring course, students will be evaluated at the increments at which they are scheduled to reach 100, 200, 300 and 400 clock hours, if applicable; at the point of which the students are scheduled to reach an additional 100 hours beyond scheduled completion, or at actual completion.

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

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

ACADEMIC / ATTENDANCE WARNING: Students who fail to meet SAP standards during a given evaluation period will be placed on academic / or attendance “warning” for one additional evaluation – period. Students remain eligible to receive aid during the warning period and will be considered as making SAP progress during the warning period. Students on Academic / Attendance warning who fail to meet SAP by the conclusion of the warning period will be deemed not to be making satisfactory Academic and / or attendance Progress then will be placed on Academic and / or Attendance Probation. In the event such students are allowed to continue with instruction, aid eligibility will be reinstated only after the student has re established SAP in accordance with the attendance and grading standards indicated in STANDARDS 1, 2, 3, 4 of this policy. In the event a student is terminated due to “not” making Satisfactory Academic Progress, all policies regarding the institution’s refund policy will apply. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation and will retain eligibility for Title IV aid. A record in the form of documentation will be maintained in your student file.

ACADEMIC / ATTENDANCE PROBATION: Students who fail to meet SAP standards during a given evaluation period 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 making Satisfactory Academic Progress, all policies regarding the institution’s refund policy will apply. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation and will retain eligibility for Title IV aid. A record in the form of documentation will be maintained in your student file.

EVALUATION PERIODS: Student 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.

If at the end of a payment period the student fails to maintain a passing grade point average or failed to successfully complete the clock hours percentage required to maintain a progress level that would allow the student to complete the course within the maximum time frame in the course, as published, the student would be placed in a financial aid warning SAP status. The student will be eligible for financial aid funds for one subsequent payment period.

If at the end of a payment period under financial aid warning status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible status for financial aid funds. At this point the student will be informed by the institution of his/her ineligibility for future financial aid funds. The student will also be informed of the steps to take to initiate an appeal process.

APPEAL PROCEDURES: Students, who wish to appeal the non-satisfactory progress status, must initiate the process by submitting a written request to the director of education of the institution. The request is to be presented within ten (10) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes affected his/her performance and deserves special consideration and the measures that the student has taken to resolve those circumstances in a manner that would not interfere with his/her progress again.

The director of education shall evaluate the appeal within five (5) business days and notify the student in writing of his/her decision. Should the student's appeal be denied, he or she may appear before a school committee formed by representatives from the administration, faculty and students to present his/her case. The committee shall consist of three (3) current staff members, and two current students as needed, and will provide a written notice to the student of its decision within three (3) business days. The decision of the committee shall be final.

If the appeal is approved, the payment period originally placed under eligibility status would be modified to a financial aid probation status. The student will be eligible for aid for the period under financial aid probation.

If at the end of the payment period under probation status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible for financial aid funds status.

RE – INSTATEMENT: Students that prevail upon the appeal process, re-entering the program 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.

RE – ENTRY: Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of prior withdrawal.

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

LEAVE OF ABSENCE: There may be times when a student may experience extended personal, medical or other problems which will make it hard for them to attend classes. The institution may allow a student under such circumstances to take a leave of absence (LOA) from the program. The LOA must be requested

in writing by the student and must be approved by the school administration. The start and end date must be included in the written request of the leave of absence. A leave of absence may be granted for up to 180 days. A leave of absence should not be requested by the student unless it is deemed necessary. (For financial aid recipients, leaves are limited to a total of 180 days of leave within a 12 month period, these 12 initiate from the first day the student goes on the first leave). Students will not be assessed additional tuition charges while on their leave of absence. Before the start of the leave of absence, students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress they held. Students who do not return from an LOA will be considered dismissed as of their 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 30 days. A record in the form of documentation will be maintained in your student file.

ATTENDANCE STATUS: A full time student attending a clock hour program is expected to complete 900 clock hours in a period not less than 26 instructional weeks attending a minimum of 24 clock hours per week. A half time or less than half time enrollment is calculated based on the student work load in a payment period. Part time enrollment is defined as more than 12 hours, but less than 24 hours per week.

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. For Cosmetology Students, Teacher Trainee Students and Manicuring Students the evaluation forms are issued to the students at 25%, 50%, 75% and 100% of the scheduled course hours completed. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a “C” (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

ACADEMIC GRADING

THEORY GRADES FOR PRACTICAL WORK

100% - 90% A... Excellent	(GPA 4)	10 POINTS = A+
89% - 80% B... Above Average	(GPA 3)	09 POINTS = A
79% - 70% C... Average	(GPA 2)	08 POINTS = B
69% - 60% D... Below Average	(GPA 1)	07 POINTS = C
59% - 00% F... Fail	(GPA 0)	06 POINTS = D

STUDENT CLOCK HOUR POLICY: (Class and Practice Hours. Credit Procedure) The Board of Barbering and Cosmetology will only recognize time-clock punched hours of attendance, as a result of this requirement the school can only give clock hour credit to students who record their attendance by using the time clock to clock in for the start of the day, out and back in for lunch and out for the end of the day. You will be given up to seven (7) minutes to clock in and receive a full clock hour credit for that hour only at the start of the day. If you clock in one (1) minute or more lately throughout the rest of the day, you will be given credit to the next quarter hour. Once theory class has started, no one will be allowed to enter the theory classroom. If you are attending school for more than six (6) hours a day, you **MUST** clock out for a thirty (30) minute lunch break. All students **MUST** clock out and back in for their lunch break on their time card. Lunch breaks are deducted from your daily total clock hours, students attending for less than six hours a day may take a lunch break if so desired, but not mandatory.

At the completion of the day, a new time card is prepared from the current daily time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the next day’s time card. The time card must be signed by the student and the instructor daily (**no exceptions**).

Time cards reflect the student's daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time cards so that the hours and operations are transferred correctly to the roster and computer.

The time cards are the property and records of the school and the state of California and must remain in the school at all times. After clocking in you are required to maintain applied effort and attend to your personal grooming, leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs you will be asked to stop such activity or to clock out for the remainder of the day. Continued activities of this nature could result in your termination. A record in the form of documentation will be maintained in your student file.

TIME CARD CREDIT: The following is a guideline for the instructor to issue credits.

Each theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category. The portion of the time card reflection hours are in the Theory hours earned and any classes the instructor has demonstrated. The portions of the time card concerning operations are to be applied efforts of the students as they manually perform practical subject. Some practical operations may take longer to perform according to the student. Note the following time frame the Board of Barbering & Cosmetology gives each operation: Shampoo/set = 1 ½ hours, Scalp Treatment = ½ to 1 hour, Permanent Wave = 2 ½ hours, Facial = 1 ½ to 2 hours, Manicure = ½ hour & Hair Cut = ½ to 1 hour. Using the above, the Board would understandably not consider a student capable of performing more than three permanent waves per day.

DISCLOSURE AND RETENTION OF STUDENT RECORDS & RIGHTS TO PRIVACY (FERPA):

The Federal Rights of Privacy Act provides the right of adult students, parents of minor students, and parents of tax dependent students to inspect, review, and challenge information contained in the institution's student records. However, a school administrator must be present during the process to provide clarification and/or answers to related questions raised during the review of the students files, materials and documents that contain information directly related to the students period of enrollment that are maintained by the institution. HBS will keep these records for up to five (5) years from the last day of attendance. After this period, all records are destroyed. The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commission or governmental agencies so authorized by law. For additional information, you may call 1-800/872-5237. Individuals who use TDD may call 1-800/437-0833.

INSTITUTION EFFECTIVENESS: Our vision of great success and the belief that each student can exceed their wildest expectations with the correct support and opportunity, fuels our incessant drive to motivate, accommodate, and educate each student to their maximum potential is what drives us forward in a constant effort to maximize program effectiveness and efficiency.

We have expanded our on-going cycle of state board preparatory classes to better focus on student skills and techniques designed to emphasize core curriculum concepts as they relate to state board testing criteria. This provides for a more thorough evaluation of student strengths and weaknesses which affords each student the opportunity for additional development in deficit areas. It is our policy to allow each student to continue attending these classes following graduation up to the scheduled state examination date. We do not charge for these classes, as we consider it our professional obligation and responsibility to our graduates.

PROGRESS POLICY: Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program, and have a GPA (Grade Point Average) of "C" (70%) or better.

PLACEMENT: Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take the Board of Barbering & Cosmetology examination, it is recorded as a pass or fail. Students that failed the exam are encouraged to return to HBS for assistance and guidance for subsequent attempts to pass the exam. Placement assistance is provided by reviewing the listings of prospective employers seeking employees, their job requirements, salary and other pertinent information. The employment results of these interviews are recorded in the student register. The school may show prospective students this register upon request. Ms. Tina M. Perry assists students in placements as often as needed; however, the school does not guarantee placement to any student.

ATTENDANCE POLICY, TARDY, AND MAKE-UP POLICIES: Attendance must be maintained at an average of 67% of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement. An absence may be excused by calling in the same day prior to the beginning of class. Students are required to make-up for the lessons and exams missed due to absenteeism. If the student is absent during three (3) consecutive weeks, the school will withdraw him/her. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand.

NOTICE OF STUDENT RIGHTS:

1. You may cancel your contract for school, without any penalty or obligation on the seventh business day following your first class session as described in the Notice of Cancellation from that will be given to you at the first class you go to.
Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy. A different cancellation policy applies for home study or correspondence courses.
2. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Post Secondary Education at the address and phone number below for information.
4. If you have any complaints, questions, or problems which you cannot work out with the school, write or e-mail: Board of Barbering & Cosmetology, 2420 Del Paso Road Suite 100, Sacramento, CA 95834 <http://www.barbercosmo.ca.gov> or Bureau for Private Postsecondary Education Information, P.O. Box 980818, West Sacramento, Ca. 95798-0818 <http://www.bppe.ca.gov>

GRIEVANCE PROCEDURE:

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

1. **FILL OUT GRIEVANCE FORM AND LIST ALL GRIEVANCES. IT IS RECOMMENDED THAT ALL GRIEVANCES BE PRESENTED IN WRITING.**
2. **DELIVER ALL FORMS TO THE INSTRUCTOR IN CHARGE.**
3. **IF YOU ARE UNABLE TO DELIVER THE FORMS TO THE INSTRUCTOR IN CHARGE, YOU MAY DELIVER THEM TO THE SCHOOL DIRECTOR: MS. TINA M. PERRY - 6317 MISSION STREET, DALY CITY, CA. 94014 PHONE NUMBER: (650) 756-2720**
4. **ALL GRIEVANCES REGARDLESS OF THE NATURE WILL BE TURNED OVER TO THE OWNER AND REVIEWED.**

5. THE DIRECTOR WILL EVALUATE THE GRIEVANCE AND SET UP AN APPOINTMENT WITH THE PERSON, (GRIEVANCER) WITHIN 5 DAYS FROM RECEIPT OF THE FORM AND ANY ACCOMPANYING DOCUMENTS. IF THE GRIEVANCE IS AN EMERGENCY, IT WILL BE ADDRESSED WITHIN 24 HOURS.
6. ANY GRIEVANCES THAT YOU CAN NOT WORK OUT WITH THE INSTITUTION, YOU MAY CONTACT: **STATE OF CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS, PRIVATE POSTSECONDARY EDUCATION INFORMATION**, P.O. Box 980818, West Sacramento, Ca. 95798-0818 Web site: www.bppe.ca.gov **OR** **NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES**, 4401 Ford Avenue, Suite 1300 Alexandria, Virginia 22302 Phone: (703) 600-7600 Web site: www.naccas.org
7. HBS will also accept oral grievances.

SCHOOL RULES, HOURS AND REGULATIONS

1. School hours are: Tuesday through Saturday 8:30 a.m. to 5:00 p.m. Students arriving late must perform independent study at their work stations or not clock in. Students must punch in on their own time cards. In case of illness or emergency on any day, the student must call in to the school office to report his/her absence before 8:35 a.m., that morning.
2. Students are required to be in class for roll call promptly at 8:30 a.m. in clean, white lab coat and clean shoes. Shoes must be closed toe; uniform type work shoes or tennis type shoes. (i.e. sneakers). The instructor has the right to send students home for misconduct, excessive tardiness and out of uniform.
3. Personal beauty services are to be done on the student's own time, not during class time. Student lockers are the student's responsibility and must be kept clean, inside and out and free of food and drinks. An instructor or staff member reserves the right to open lockers to check for contents or to remove contents within 7 days, after graduation or withdrawal from school.
4. A student is tardy at (8:38 a.m.). Students who are habitually tardy (6 times in one month) will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases.
5. Students will take lunch between 11:30 a.m. and 1:30 p.m. and must clear by receptionist at the desk. Students should report to an instructor if they have not had lunch by 2:30 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility, and must be staggered.
6. A student must use the time clock to clock "IN" when entering and "OUT" when leaving. Students failing to do so, will only receive credit for the hours indicated by the time clock stamp on their time card. When leaving the building for any reason you must notify the instructor in charge and clock out on your time card. **No exceptions will be allowed.**
7. No student is allowed to clock out during college hours without permission from the instructor in charge. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day, his/her time card must be left at the receptionist desk.
8. No eating or drinking liquids are allowed in the college at anytime except for the break room. Gum chewing is not allowed anywhere in the school building. Smoking is allowed in assigned areas OUTSIDE of the building. Students are not to place their feet on the chairs in theory or the clinic areas. No radios, cell phones or pagers are permitted to be used during school hours. If you carry a cell phone or pager the ringers must be off and set on the vibration mode. You may not place a call or receive a call when in class or practicing clinical operations.
9. No visitors are permitted in the classroom or student lounge area unless approved by the instructor in charge of the clinic area or classroom.
10. College business phones may not be used for calls. Messages will be taken on incoming calls for students to return the call.
11. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times. Students must their keep work station & work areas, clean and sanitary at all times.
12. A minimum of ½ hour of sanitation must be completed by each student daily. All kits must be in a

- sanitized condition at the end of each day and must be at the school during the student's training.
13. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. No student may leave a client while doing a perm or hair coloring service, except in an emergency and is excused by an instructor. Failure to take a patron is grounds for suspension. Clients will forgive poor work but, not a bad attitude!
 14. Students are not allowed to give services or materials other than what is called for on the service ticket. If additional services are requested after the service ticket is handed out, the student must have the service ticket adjusted accordingly.
 15. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
 16. Students are responsible for the return of college materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
 17. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. Junior and Senior students must not disrupt the freshman class or talk to the freshman students when they are working. Freshman students must wear name tags for the first 400 hours of instruction. All Junior and Senior students are required to do a complete finger wave operation weekly. This can be completed on a patron or mannequin and must be checked by an instructor.
 18. A student must attend college on all scheduled days. The college reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation in case of illness.
 19. Students have the privilege at all times to consult the management regarding personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord or is caught clocking in or out for another student.
 20. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of drugs / alcohol and will be terminated immediately. Firearms, knives or any other type of weapons are not permitted on the school property and if you or any students are found to be in the possession of such items, you will be turned over to the local authorities and permanently terminated from the school and school property. **No exceptions!**
 21. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Daily time cards will be audited by the college office. Credit will be given for applied effort only; continuously engaged in training and study of the Branch of Cosmetology for which you are enrolled. All work must be checked by an instructor or credit will not be given. Records must be neat and clear. All students will be expected to maintain an average of 70% in theory and in all practical subjects. Probationary status will result in case of failure to do so.
 22. Only products furnished by the college may be used unless otherwise approved by the instructor in charge.
 23. Students are to park only in the area designated by the college. The school personal will show you the parking area and where to park during orientation class.
 24. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination/disrespect will not be tolerated by any student towards an Instructor, Staff member or another Student. Students must comply with college policy and state rules and regulations.
 25. Due to absences, all assignments, tests and homework may be made up. Theory notes must be completed and handed in with your time tickets on test day for correction, in order to receive credit for that day's theory hour. If absent, it is the students responsibility to obtain the notes and make up the test. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.
 26. Notify office immediately of any address or telephone change. All tuition charges must be paid prior to graduation. The school reserves the right to interrupt training whenever the tuition is past due from the student. Any student absent more than twenty one days without notifying the SCHOOL DIRECTOR will be automatically terminated.

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

TUITION AND FEE POLICY: As of March 2, 2010 institutional charges for the tuition charges are posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books and supplies for the entire course, will be assessed and posted in the students tuition account within the first payment period. Subsequent charges will be posted as needed. Please refer to “Payment Period Definition”.

COURSE	TUITION	REG*.	STRF*	KITS*	TOTAL	WKS.
Cosmetology	\$11,280.00	\$ 100.00	\$30.00	\$ 450.00	\$11,860.00	40-64
Manicuring	\$ 1,200.00	\$ 100.00	\$ 2.50	\$ 180.00	\$ 1,482.50	10-15
Instructor Trainee	\$ 2,950.00	\$ 100.00	\$ 7.50	\$ 175.00	\$ 3,232.50	15-24

* = NON-REFUNDABLE:

STRF, Reg. and kit fees are not refundable; refer to Refund Policy on page 18. Above kits prices include 8.25% sales tax.

NOTE: Length of time in course depends on number of hours student contracts for on a weekly basis as specified in the Enrollment Agreement.

EXTRA INSTRUCTION CHARGES: Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. However, if a student exceeds the time frame outlined above, Hilltop Beauty School does not charge for the balance of the hours required for the completion of the course.

BRUSH-UP: Students requiring preparation for the Board of Barbering & Cosmetology exam will be billed at the course hourly rates, depending on which license they are applying for and a registration fee of \$100.00 Students must furnish their own equipment.

METHOD OF PAYMENT: Federal Student Financial Aid is available to those that qualify to cover educational expenses. Federal aid may be in forms of grants (no payment is required). During our interview of prospective students, we compute a need analysis based on the amount of income resources compared to the cost of education, room and board, and traveling expenses. If the student qualifies, we help the individual prepare the appropriate Financial Aid application. For those students who wish to pay their own way through school, the financial officer will develop a personalized payment program for each commencement of classes. For those students who are not receiving financial aid, payment schedules (weekly, monthly, and quarterly) are available. It is the policy of this institution to request from the student whenever possible to contribute toward their school charges by making monthly or weekly installments in accordance to their means. All school charges must be paid in full before graduation.

SCHOLARSHIPS: Our College does not award any institutional scholarships at this time.

STUDENT TUITION RECOVERY FUND DISCLOSURES:

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

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

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

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

(b) 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 California residents who students were attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to 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.

RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON PAYMENT OF TUITION:

The institution may withhold a student’s transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full. (CEC. Section 94828 per BPPE Reform Act January 1, 2010)

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

REFUND POLICY—WITHDRAWAL PRIOR TO COURSE COMPLETION

Once the student has been determined by the institution to have withdrawn from the course of study refund policy calculations are performed under the two distinctive and different calculations formulas: The Institutional Refund Policy applicable to all regular students, and the Federal Return to Title IV refund calculation that applies to students who received federal aid.

INSTITUTIONAL POLICY: Hilltop Beauty College, in accordance to the California Bureau for Private Postsecondary Education abides by the following refund policies:

- A. An applicant not accepted for training by the school shall be entitled to a refund of all monies paid.
- B. If a student (or in case of a student under legal age, his parent or guardian) cancels his/her contract and requests his/ her money back in writing by producing a signed dated copy of the Cancellation Notice, within seven business days (by midnight) of the first day of classes, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.
- C. If the student cancels his/her enrollment after the seventh assessed business day of classes without the student starting classes, he shall be entitled to a refund of all monies paid to the school less a withdrawal fee of \$100. If you obtain books, equipment and materials, these may only be returned if they are new and unopened, and only if returned within 45 days of the date of notification of cancellation. The school may deduct its cost for any books, equipment and materials that are not returned from the amount refund due to you.

D. Even if you withdraw more than five business day after the start of class, you may be entitled to a partial refund. You have a right to withdraw from school at any time and receive a refund for the part of the course not taken. The amount of that refund shall be “pro-rated” according to the incomplete portion of the course, less the cost of an administrative fee of \$100.00. In accordance to the state pro-rata policy the amount the school would be allowed to retain would be calculated in the following hypothetical example:

WITHDRAWAL CALCULATIONS: Assume that a student, upon enrollment in a 1,600-hour course, pays \$11,280.00 for tuition, \$100.00 for registration, and \$450.00 for equipment as specified in the enrollment agreement. The student then withdraws after completing 600 hours. The pro-rata refund to the student would be \$6,500.00 based on the calculation stated below:

Total paid	\$11,860.00	Tuition cost	\$11,280.00	Paid for instruction	\$11,280.00
Less registration fee (not refundable)	100	Hours in the course	1,600	Hours attended	600
Less cost of equipment	\$450.00	Hourly charge	\$7.05	Tuition owed 600 hrs. x \$7.05	\$4,230.00
Equals amount paid for instruction	\$11,280.00	Minus - Reg.	\$100.00	Refund due	\$6,500.00
		-Equipment	\$450.00		
		-Tuition	\$4,230.00		

Hours paid for but not received are defined as the hours of attendance not attended beyond, the student’s last day of physical attendance in the school. Any monies due the applicant or student shall be refunded promptly after formal cancellation by the student or formal termination by the school, which shall occur no more than 21 days from the last day of physical attendance, or in the case of an un-returned leave of absence, the documented last date of attendance.

E. Students who terminate prior to course completion will be charged a \$100.00 Registration fee, equipment charges and hours completed.

F. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a full refund of tuition unless you are enrolled in the field of Cosmetology. If you are, then the following policy will be applied: Cosmetology student’s hours are transferable from one cosmetology school to another. The pro-rata refund policy will be applied if you have earned any clock hours beyond the cancellation period of 7 business days. An exception to this policy is as follows: A student who elects not to accept the verification of training hours or does not elect to pursue a program of cosmetology at another institution shall be entitled to a full refund of tuition.

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

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

REFUND POLICY- STUDENTS RIGHT TO CANCEL: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from the date when enrollment agreement was signed), whichever is later. 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 **\$100.00 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. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student's notification or school's determination.

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

Return of Title IV: Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. **Refunds:** If any refunds are due based on the Return of Title IV calculation **or** based on 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. Unsubsidized Loans from FFELP or Direct Loan,
2. Subsidized Loans from FFELP or Direct Loan,
3. Perkins Loans,
4. PLUS (Graduate Students) FFELP or Direct Loan,
5. PLUS (Parent) FFELP or Direct Loan,
6. Pell Grant,
7. Academic Competitiveness Grant (ACG),
8. National SMART Grant,
9. Federal SEOG,
10. Other. This order would apply in accordance to the aid programs available at the institution.

POST WITHDRAWAL DISBURSEMENT: If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses.

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

INSTITUTIONAL REFUND POLICY: This is a calculation mandated by the State Agency, the accrediting agency or the institution itself. 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.

Course Cancellation: If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at schools in the neighborhood.

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

FEDERAL REFUND POLICY—RETURN TO TITLE IV (R2T4) If the student officially withdraws or stops attending their program, the student may be required to repay all or part of the financial aid disbursed.

Students receiving federal funds may be required to repay aid determined to be "unearned." The earned/unearned calculation is based on the percentage of days the student attended during the payment period in which they withdrew. The amount of aid the student has earned is determined on a pro-rata basis. That is, if the student completed 30% of the payment period in which they withdrew, the student earns 30% of the aid received. Once the student has completed 60% of the payment period, the student is considered to have earned all of their aid.

As Attendance is taken by punching in on the time clock, the school will determine if the students are actively participating in their class at the 61% point of the term. Confirmation of active participation at the 61% point will be verified before the R2T4 calculation is processed. The determination of withdrawal will be made within 30 days after the end of the term. The Return of the Title IV Funds calculation will be made within 30 days of the date of determination, and unearned funds that the school is required to return will be repaid no later than 45 days after the date of determination.

If the R2T4 calculation results in an overpayment, the student will owe funds to the grant programs. The student's liability is limited to 50% of the total Title IV grant funds received by the 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, the student will be referred to NSLDS, a federal central system that will show the student ineligible for aid until the matter is taken care of by the student.

HBS will notify the student when a Return of Title IV calculation is performed, and the student may be billed for any outstanding obligations created by the student failing to earn Title IV funds, for which Federal funds were disbursed. Students are not eligible for further aid until all repayments have been made.

HBS will perform R2T4 calculation for students that withdraw after the 60% point to ensure there is no post-withdrawal disbursement.

Post withdrawal disbursement: If the calculation shows that the student received less aid than what the student earned within the enrollment period, then the student would be notified by the institution of the amount from Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses.

FINANCIAL AID - CONSUMER INFORMATION; In an effort to assist the student in making a more educated decision about enrolling, the institution provides the following disclosures on paper, in the catalog, or on the website:

California State:

Institutional Performance Fact Sheet

Federal Disclosures:

Right to know Act – How Our Students are doing
Gainful Employment Disclosures
Fire Policy
Crime Statistics Report and Procedures-Clery Act
Constitution & Citizenship Day (Sept. 17th)
Drug and Alcohol Abuse Policy
Admissions disclosure
Voting Information
FERPA
Text book disclosure
GED classes availability
Copy right protection policy

These disclosures maybe completed annually and distributed on paper (requiring signatures on forms) in the catalog of the financial aid section or on the school website.

Constitution & Citizenship Day (Sep. 17th.) will be observed by having a group discussion about the U.S. Constitution and Citizenship.

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and based on their eligibility; receive tuition aid and financial assistance while attending the college. The Federal programs HBS participates in are:

Federal PELL Grant: (FPELL) does not require repayment

Federal Supplemental Education Opportunity Grant: (FSEOG) does not require repayment

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 **HBS** may be found in “

- “*The Student Guide*” http://studentaid.ed.gov/students/publications/student_guide/index.html
- “Free Application for Federal Student Aid” <http://www.fafsa.ed.gov/> questions about the FAFSA, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243)
- “*Funding Your Education Beyond High School*” http://studentaid.ed.gov/students/publications/student_guide/index.html
- The U.S. Department of Education may be contacted directly at: U.S. Department of Education 400 Maryland Ave, SW Washington, D.C. 20202 (800) 872-5327 www.ed.gov

COMPLIANCE STATEMENT: The Federal Privacy Act of 1974 requires that students be notified that 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 MECHANISM

Financial aid is a mechanism that reduces out-of-pocket costs that students and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants which do not have to be repaid. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student cost and the cost of education at this school.

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Be admitted as a regular student.
- Be enrolled or accepted for enrollment in an eligible program.
- Be a citizen or eligible non-citizen.
- Not owe a refund on a FPELL Grant or FSEOG at any school.
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school.
- Have financial need.
- Be making satisfactory progress (as defined by the school's policy) in the course of study.
- Be registered for selective service (if a male born on or after January 1, 1960), between the ages of 18-25
- Have signed a statement of educational purpose.
- Have signed a statement of updated information.
- Have a high school diploma, (or its equivalent) a GED, or have demonstrated to ability –to-benefit.
- Agree to use any federal student aid received solely for educational purpose.

NET PRICE CALCULATOR

A template that calculates the estimated net price, which is available on line at <http://ifap.ed.gov>. The template looks up a populated data from the FAFSA application database to identify a median EFC and median grant to determine the estimated amount of grant aid from the estimated total price of attendance.

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

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

- **Federal PELL Grant (FPELL):**
The Federal Pell Grant Program provides need based grants to low income undergraduate students to promote access to a college education. The Pell Grant is free money that does not have to be paid back.
- **Federal Supplemental Education Opportunity Grant (FSEOG):**
Priority for need based FSEOG funds will be given to students eligible for PELL Grant. FSEOG is free money that does not have to be paid back. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non Pell recipient's students with the lowest Expected Family Contributions enrolled during the last three months. For additional information about Federal Financial Aid programs, request "The Student Guide" published by USDOE.
- This institution offers no other scholarships, grants or loans.

APPLICATION PROCEDURES AND FORMS: Financial aid applications for this institution consist of the following:

Free Application for Federal Student Aid (FAFSA)

This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours.

The FAFSA is the main application to apply for financial aid at HBS. The FAFSA needs to be completed as instructed on the form and may be submitted either by paper or electronically at www.fafsa.ed.gov. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation for the Expected Family Contribution. If the FAFSA was completed by paper, the results will be sent to you on a Student Aid Report. If the form was completed electronically, the results will be available on-line to both to you and HBS.

Institutional Forms.

In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

Documentation to substantiate the data entered on the FAFSA may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours.

DEADLINE: You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award. FAFSA applications must be received by June 30 in the year on which the application is intended for SAR or ISIR must be submitted to the financial aid office by September 29, of the award year from which aid is requested from, or your last day of enrollment in 2011-2012, whichever comes first. A valid ISIR requires signatures of student, spouse and /or parents, when the ISIR has been corrected.

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

MAXIMUM ANNUAL REWARD: The Federal Grant Program (FPELL): \$5,550 maximum.

DISBURSEMENTS: They are made based on per payment period via a check payable to the student or via direct credit to the student's tuition account. The first payment period is available upon completion of all required documentation and confirmation of enrollment status. Subsequent payment periods are available once the student completes the required number of institutional weeks and the required number of credit hours in the payment period.

DETERMINING NEED:

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution (EFC). HBS utilizes the free Application for Federal Student Aid (FAFSA) for students applying for aid. The EFC is the amount of money you and your family can reasonably contribute towards your education for the academic year. This number also determines the types and amounts of aid that you are eligible to receive. (Your EFC will be sent to you on a Student Aid Report, the official response from the FAFSA.) Once the EFC is received, HBS will determine your financial need by subtracting your EFC from the college's attendance for the academic year.

COST OF ATTENDANCE:

The cost of attendance includes tuition, fees, books, supplies, housing, food, transportation and personal expenses for the academic year. The following budget amounts are used at HBS:

Budget Components:

Tuition & Fees	Actual Institutional Charges	
Books and Supplies	\$846.00 Per Academic year	
Living cost allowance *(monthly figures):	Student living	Student living
	With parents	off campus
Room and Board, Food	\$288.00	\$862.00
Transportation	84.00	94.00
Personal/Misc.	184.00	200.00
*The estimated living expenses are calculated by the California Student Aid Commission (CSAC) who publish annually and estimated cost of attendance for schools in California. The institution does not provide on-campus housing.		

(Cost of uniforms is included in the personal allowance). Child/Dependent care: Budgets may be increased for reasonable expenses, but must be adequately documented with receipts provided by the student. The amount of budget increase depends upon age and number of children.

An example of an off-campus, 9 month cost of attendance for a Cosmetology course is as follows:

Tuition	\$ 6,117
Fees	75
Books and Supplies	400
Room and Board	7,758
Transportation	846
<u>Personal/Misc.</u>	<u>1800</u>
Total Cost of Attendance	\$16,996

AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA

This institution does not receive enough Campus-Based funds to satisfy all the student financial needs. Therefore, the school emphasized the **SELF-HELP CONCEPT** of student financial assistance. The **SELF-HELP CONCEPT** is on a first-come, first-served basis when awarding eligible applicants.

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

1. Family Contribution
2. Other Resources
3. Federal Pell Grant

The institution annually receives a limited federal allocation of FSEOG for an entire award year. (July 1 to June 30). Due to **limited** amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows: This institution has a continuing enrollment process in which students may start each Tuesday of each week or Wednesday when Tuesday is an observed Holiday. In order to ensure a fair distribution of funds through the entire award year, the institution will make FSEOG awards using data from the year preceding the current year, by using the student enrollment, EFC and Pell Grant data to determinate how to distribute the FSEOG funds available. Based on last year’s data, the institution expects an enrollment of 70 new students meeting the “exceptional need” criteria to be enrolled during 7/01/11 to 6/30/12 period. Therefore, the awards to those students will be up to \$200 through the entire period. As of July 1, 2011, the first selection of FSEOG recipients will be made from students with “exceptional need”. Students with “exceptional need” are defined by this institution as students that have an expected family contribution (EFC) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June).

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

DEFINITIONS: The following definitions correspond to some common terms used within the financial aid technology.

ACADEMIC YEAR: A period not less than 30 weeks of instructional time with minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 15 weeks and a least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 30 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

CLOCK HOUR: A 50 to 60 minute supervised instruction during a 60 minutes period.

CREDIT BALANCE: A credit balance occurs when tuition payments 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.

DEPENDENCY:

- **INDEPENDENT STUDENT:** An individual who meets one of the following criteria:
 1. Was born before January 1, 1988.
 2. As of July 1, 2011 will you be a graduate or professional student?
 3. Is Married (Separated but not divorced)
 4. An individual with *legal dependents* other than a spouse. (As defined below*)
 5. An orphan or ward of the court up to the age of 18
 6. Is a veteran of the armed forces of the United States
 7. Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
 8. Do have children who will receive more than half of their support from you between July 1, 2011 and June 30, 2012
 9. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2012?
 10. As determined by a court in your state are you or were you an emancipated minor?
 11. As determined by a court in your state of legal residence, are you or were you in legal guardianship?
 12. At any time on or after July 1, 2010, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
 13. At any time on or after July 1, 2010, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
 14. At any time on or after July 1, 2010, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

Dependent:* He/She is an individual other than spouse that has been supported 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 a dependent student.

- **DEPENDENT STUDENT:** If the individual is under the age of 24 years and did not meet one of the criteria listed above, they are a dependent student. This student is required to complete the FAFSA application with his/her parent's income and assets data.

DETERMINATION OF WITHDRAWAL FROM SCHOOL: Institution will determine that a student is no longer enrolled on the earliest of:

- The date the student notifies the Financial Aid Office at your school of his or her intent to withdraw
- The date the school terminates the student's enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- The date the student failed to attend classes for two week period (14 days) and failed to inform the school that he/she is not withdrawing. In this case, the date of withdrawal shall be deemed to be the last date where physical attendance was recorded.
- If the student is absent for three consecutive weeks (21 days) 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.
- and the institutional determination of the withdraw
- The date the student failed to return as scheduled from an approved leave of absence, the withdrawal date shall be the last date attended prior to the start of the approved leave of absence and the institutional determination of withdrawal date will be the scheduled date of return from the approved leave of absence.

EXPECTED FAMILY CONTRIBUTION (EFC): The calculated amount that a family contributes to offset the student cost of attendance.

FINANCIAL AID ELIGIBILITY CITIZEN / ELIGIBLE NON-CITIZEN: You must be one of the following to receive federal student aid: U.S. Citizen, U.S. National, U.S. Permanent Resident who has an I-551 or I-551 C (Alien Registration receipt card). Departure Record (I-94) from Department of Homeland Security and Indefinite Parole and/or Humanitarian Parole Cuban-Haitian entrant, Refugee, Asylum Granted, Parole for a minimum of one year that has not expired, T-VISA (T-1, T-2, T-3,etc...) Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking".

- **IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:**
 1. F1 or F2 student visa
 2. J1 or J2 exchange visitor visa only
 3. G Series visa (pertaining to international organizations)

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

PARENT(S): For the purposes of the financial aid programs, "a parent" is the mother and/or father or adoptive parents, stepparent or legal guardian – not foster parents.

PAYMENT PERIOD: 450 hours and 15 weeks for courses of 900 hours or more. It is the mid-point of the program for courses of less than 900 hours and 30 weeks.

RECOVERIES: Recoveries resulting from unearned Title IV funds due from the student must be repaid within 45 days from the student's withdrawal and present proof of such arrangements to the institution. If no repayment is received and no 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: In any case where a refund is due to the Title IV Programs, the payment of the refund will be made within 45 days from the official withdrawal date in the following order: FPELL, FSEOG, other sources and to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

REINSTATEMENT OF FINANCIAL AID: If a student is convicted of illegal possession or sale of drugs they will become ineligible to receive federal funds. When the student successfully completes a drug rehabilitation program, he or she will regain eligibility for student federal funds as of the day the student successfully completes the program.

STUDENT AID REPORT: Within 3 weeks of submitting a FAFSA you will receive a Student Aid Report. (SAR) from the Department of Education. Be sure to review your SAR for accuracy and follow the instructions if you need to make corrections. You may be asked to verify your finances in a process called verification. If so, HILLTOP BEAUTY SCHOOL will ask you for additional financial information.

TRANSFER STUDENT: A student, who attended a Post-secondary institution before the enrollment at HBS, is required to provide a Financial Aid Transcript **from each** of the institutions attended within the last six months before the enrollment at this institution. If a financial aid transcript 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 the Financial Aid Transcripts are received by HBS.

VERIFICATION – SELECTED: At random, the Department of Education selects FAFSA applications to be verified by the Financial Aid Office. The verification process is discussed in the following section.

VERIFICATION PROCESS: Federal regulations require colleges to develop written policies and procedures for verifications. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the school policy, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of the verification process.

WHO MUST BE VERIFIED: The policy of this school is to verify those students selected by CPS (USDE contractor processing the FAFSA and calculating the EFC) as shown in the ISIR or SAR comment section indicated with an (*) next to the EFC. The institution's Financial Aid Office (FAO) may opt to select an applicant for verification even though it is not selected by CPS.

VERIFICATION EXCLUSIONS: Applicants excluded from verification include:

- Death of the student
- Not an aid recipient
- Applicant verified by another school. Your FAFSA data must be the same as it was at the previous school and the prior school must provide a letter to this school stating that it verified his/her application and provide the transaction number of the pertinent valid ISIR.
- Post Enrollment. If you were selected for verification after ceasing to be enrolled at this school and all (including late) disbursements were made.

REQUIRED VERIFICATION ITEMS: Different data items apply to different applicants depending upon student dependency status and the Title IV programs used. Data items include:

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

- Certain untaxed income and benefits for the base year if certain conditions would apply include:
 - Social Security Benefits
 - Untaxed payments to IRA or Keogh
 - Foreign income
 - Interest on tax free bonds
 - Earned income credit

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 668.16(f).

FOR ALL APPLICANTS:

- Household Size. Total number of persons in the household- the student needs to provide a statement signed by him/her and, if dependent, at least one parent that gives the name, age, and relationship to the student of each person in the household. **If the student completed the Department's verification worksheet, no further documentation for this item.**
- Number in College. The number of members of household enrolled as at least half-time students in an eligible college - a signed statement by the student (and, if he/she is dependent - at least one parent) with the name, and age of each person in the household who is enrolled at least half time in an eligible college (excluding the parents of dependent students). The statement must also give the name of each college and can be written to document household size as well. **Completion of Department's sample verification worksheet will satisfy the requirements for both items.**
- Supplemental Nutrition Assistance Program (SNAP, formerly food stamps - If the ISIR indicated that someone in the parent's or student's household received SNAP benefits in 2010 or 2011, a signed statement must be provided by the student indicating receipt of the benefit. **A completed verification worksheet from the Department does this.** The FAO of this institution may require the student to show documentation from the agency that supplied the benefit.
- Child support paid - If the ISIR indicated that the student or parent paid child support in 2011, the student will need to provide a statement signed by her/him or if she/he is dependent, either parent and giving the annual amount of the support, the names of those who paid it and whom it was paid to, and the name (s) of the child (ren) it was paid for. **A complete verification worksheet accomplishes this.**

FOR NON-TAX FILERS: Income earned from work.

FOR TAX-FILERS:

- Adjusted Gross Income (AGI)
- US income tax paid
- Educational Credits
- Untaxed IRA distributions
- Untaxed Pensions
- IRA deductions
- Tax - exempt interest

DOCUMENTATION REQUIRED:

AGI, taxes paid, and other tax data

The Department encourages students and parents to use the IRS Data Retrieval process to import data from their tax return **and not change it.** It is the fastest, easiest, and most secure method of meeting verification requirements.

For the retrieved data to be acceptable documentation of tax data, it is necessary that **neither students nor parents change the data after it is transferred from the IRS -** if the data is changed, the student/parent will need to provide other documentation as explained below.

Students must document AGI, taxes paid, and untaxed income by providing an IRS tax return transcript if they cannot or will not use IRS Data Retrieval, at their initial FAFSA filing.

A few ways to request a tax transcript: Online at www.irs.gov, by calling 1-800-908-9946, or mail or fax the paper Form 4506 T-EZ, which can be printed from the IRWS website.

Students or parents who file an amended return cannot use the IRS Data Retrieval process. They must request a fax return transcript, but because that document contains only the information on the original return, they must **also** request a tax account transcript, which contains only the data that was altered. Both documents can then be used to complete the verification. The form to use is IRS Form 4506-T, rather than Form 4506T-EZ. Students and parents are also required to sign and complete the verification worksheets developed by the Department which serve as signed statements and as verification of household size, number in college, receipt of SNAP benefits, child support paid, and income earned from work for non-tax filers. There is a verification form for independent students for only their (and spouse) information is required and a verification form for dependent students their information and parents information is required.

TIME PERIOD FOR PROVIDING DOCUMENTATION:

Applicants must provide the required documentation within 120 days from the last day of attendance or September 27, 2013, whichever is earlier.

HILLTOP BEAUTY SCHOOL does not verify the selected application of a student who is a Legal resident of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of the dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address No funds disbursed-The applicant will not receive federal aid funds.

APPLICANT RESPONSIBILITIES:

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

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

Federal Aid applicants of any Federal Student Aid program, 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. However, if the school's FAO determines that, an update due to marriage is required to better represent the students ability to pay for college, the data must be updated changing all applicable elements on the FAFSA.

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIODS:

If the student cannot provide all required documentation within 120 days from the ISIR processed date or by September 27, 2013, whichever is the earlier, the school cannot complete the verification process. The school would advise the applicants via regular mail or by email, that the student is no longer eligible for the preliminary financial aid awards offered to the student. The school then gives the applicants the following options:

- The student may continue training on a cash payment basis.
- The student may withdraw, or the student may make other financial arrangements to cover the school cost.

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

TOLERANCES: Any discrepancy greater than \$25.00 MUST be resolved.

NOTIFICATION OF RESULTS OF VERIFICATION: The school shall notify the applicant of the results of the verification process within 30 days of the student's submission. The notification will take place using a new, if changed, award letter stating the awards by aid program amounts and expected disbursement dates. On this document the student and the parent has an opportunity to cancel all or part of the award from any loan program.

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

INSTITUTIONAL VERIFICATION PROCEDURES:

Federal regulations regarding Verification process have significantly changed for the 2012-2013 award year. Additionally, it is to be noted that for the award year 2013-2014, the Department will implement a customized verification requirement in which each student's ISIR selected for verification will indicate on the ISIR comments page the specific items selected for verification and the required documentation to meet the regulatory requirements. Therefore, we must implement the regulatory changes for 2012-2013 and get ready for the regulatory changes for 2013-2014.

The significance of the changes makes it impossible to provide a condensed guidance from the detailed information in the Federal Financial Aid Handbook. Therefore, we suggest that institutions include the entire verification section of the 2011-2012 SFA Handbook <http://ifap.ed.gov/fsahandbook/attachments/1112AVGCh4.pdf> as part of the institutional verification procedures with the following specific details applicable to each individual institution:

- The time period in which students must submit verification documentation.

This institution has established a single deadline for all aid programs, all verification documentation must be received by the FAO no later than 120 days from the date the ISIR was processed or September 27, 2013, whichever is earlier.

- The consequences for failing to submit those documents on time.

Do not provide interim disbursements of any aid programs, do not allow the student to work under the FWS programs, do not originate direct loans until the verification process is completed to eliminate the possible liability to the student and or school when the process is incomplete.

- The method you will use to notify students if their EFC and Title IV aid amounts change.

Any time the students EFC changes or the Title IV award changes, the institution will provide a revised award letter to the student. You must show the new EFC, new awards by program, amounts and expected dates of disbursement on the revised award letter.

In addition, the award letter provides the student and/or parent, as applicable an opportunity to accept or decline part of all of the awards offered with in 14 calendar days.

- The procedures you or students will follow to correct FAFSA data.

Student can make changes to their data by utilizing the paper SAR, or by using the FAFSA on the Web as long as the student and parent, when applicable, have their individual PIN to make changes.

Institutional FAOs can make changes and updates by using FAA Access to CPS online or Electronic Data Exchange (EDE).

- The procedure you will follow to refer a student to the Office of Inspector General (OIG, see Chapter 5)

The Financial Aid Office must report any suspected fraud to the institutional administration. It would be the administration's responsibility to review the facts and determine if the case warrants to be reported to one of the OIG locations below.

Any referrals must include and be supported by all available documented evidence of possible fraud.

OIG Address and Phone Numbers:

Boston, MA	(617) 289-0174
New York, NY	(646) 428-3861
Philadelphia, PA	(215) 656-6900
Atlanta, GA	(404) 974-9430
Chicago, IL	(312) 730-1630
Dallas, TX	(214) 661-9530
Denver, CO	(303) 844-0058
Kansas City, MO	(816) 268-0530
Long Beach, CA	(562) 980-4141
San Juan, PR	(787) 766-6278
Washington, DC	(202) 245-6911

National Hotline:

Inspector General's Hotline
 Office of Inspector General
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-1500
 1-800-MIS-USED
 Email: oig.hotline@ed.gov
 Web: <http://www.ed.gov/about/offices/list/oig/hotline.html>

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

STUDENT RIGHTS AND RESPONSIBILITIES:

The student has the right to ask the school:

- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped
- Graduation and completion rates of Federal and California State Disclosure
- Our institution does not provide for study abroad programs nor does it offer athletically related student aid.

It is the student's responsibility to:

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student)
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advance to you or credited to your school account.

Students receiving aid must:

- Maintain satisfactory progress as described in the institution policy.
- Apply for financial aid as scheduled each academic year and meet all deadlines.
- Comply with all forms and documents required by the FAO to complete your file.
- If selected for verification, you must fully complete that process.

- You must use the funds ONLY for educational expenses.
- Notify the FAO informed of changes in your personal information

ADMISSIONS FINANCIAL AID INFORMATION AND HOURS

ADMISSIONS:

Applicants for Admissions may secure information Tuesday through Saturday between 8:30 a.m. to 5:00 p.m.

Person to contact: Ms. Tina M. Perry & Ms. Nancy DeGroat.....Admissions (650) 756-2720

FINANCIAL AID:

Applicants or students may secure Financial Aid information Tuesday through Saturday between 8:30 a.m. to 5:00 p.m.

Person to contact: Ms. Gema Jimenez.....Financial Aid Director (650) 756-2720

PLACEMENT ASSISTANCE:

Wednesday and Thursdays between: 10:00 a.m. through 2:00 p.m.

Person to contact: Ms. Tina M. Perry & Ms. Nancy DeGroat.....Placement (650) 756-2720

EMERGENCY NOTIFICATION AND EVACUATION PLAN:

Hilltop Beauty School has an Emergency Evacuation Plan. Employees and students are notified about this procedure, a drill to practice the procedures every month which is documented.

In the event that a confirmed significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees is occurring on the school premises, a verbal notification will be announced by the director or an appointed staff member to all students and staff. Students and staff of Hilltop Beauty School that are not in the school at the time the emergency is occurring or had occurred will be notified by phone. The content of the notification will be all the relevant information regarding the emergency. The emergency will be logged and documented.

For everyone's safety Hilltop has posted diagrams indicating the emergency exits in case of fire, earthquakes, floods or other emergencies that the school occupants should know. Exit signs are clearly marked at all exits. Even in the event of a power outage, these exit signs will remain lit or will be reflective to indicate doorway and path of exit.

Students, staff and customers should proceed to the nearest available exit, in a calm and orderly manner. Help the elderly, handicapped and children to the nearest exit. Leave all personal belongings behind. Don't attempt to put out the fire yourself. Leave immediately.

DRUG ABUSE PREVENTION PROGRAM:

Your enrollment in our school puts you in the direction of success; however, taking drugs could lead to disappointment and failure. Drug and alcohol abuse could be expensive, its effects always negative.

Hilltop Beauty School is aware that illicit drug and alcohol abuse are foremost social problems that affect the health, safety, and security of the public. In recognition of the problems associated with drug and alcohol

abuse in our society today, the school is providing the following information to its students, staff, and instructors by distributing the Drug and Alcohol Abuse Policy Statement. Any individual associated with Hilltop Beauty School who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

ALTERNATIVE ACTION PROGRAM
Westside Community Mental Health Center
& Westside Youth Awareness Program
1140 Oak Street, San Francisco, CA 94117 (415) 431-9000
or
Delancey Street Foundation
600 Embarcadero
San Francisco, CA 94107
(415) 957-9800

Hilltop Beauty School prohibits the possession, sale, or use of alcoholic beverages / illegal drugs on school property or in connection with any school activity.

CURRICULUM FOR COSMETOLOGY COURSE

(1,600 HOURS)

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Please note 505 hours are devoted to clinic/theory experience which shall include all phases of cosmetology. Such technical instruction and practical operations shall include:

MINIMUM SPECIFIED PRACTICAL OPERATIONS:

		240	Wet Hair Styling
40	Thermal Hair Styling	105	Permanent Waving – Chemical Straightening
20	Press & Curl	80	Haircutting
50	Hair Coloring – Hair Bleaching		
10	Manual Facials		
20	Scalp and Hair Treatments	15	Chemicals (Skin peels, masks & scrubs)
15	Electrical Facials	20	Eyebrow Arching and Hair Removal
10	Make up applications	10	Complete Pedicure
15	Water and Oil Manicures	50	Artificial Nail Tips
50	Liquid and Powder Brush-on	20	Nail Wraps and Repairs

SUBJECT OF TECHNICAL INSTRUCTION:

Min. Hours of Technical Instruction:

1.	The Cosmetology Act and the Board’s Rules & Regulations	20
2.	Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter).	20
3.	Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B).	45
4.	Theory of Electricity in Cosmetology (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	05
5.	Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment.)	20
6.	Bacteriology, anatomy, and physiology.	20
7.	Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, comb-outs.)	65
8.	Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling.) (A) Thermal Styling (B) Press and Curl	20
9.	Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	20
10.	Chemical Straightening (Shall include hair analysis and the use of sodium hydroxide and other base solutions.)	20
11.	Haircutting (Shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.)	20
12.	Hair coloring and bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.) (A) Hair coloring (B) Bleaching	60
13.	Scalp and Hair Treatments (Shall include hair analysis, scientific brushing, eclectic and manual scalp manipulation, and other hair treatments.)	05
14.	Facials (A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.) (B) Electrical (Shall include the use of all electrical modalities, including dermal light and electrical apparatus, for facials and skin care purposes.) However, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.) (C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layers of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.)	10
15.	Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for removal of superfluous hair.)	10
16.	Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)	15
17.	Manicuring and Pedicuring (A) Water and Oil Manicure, including nail analysis, and hand and arm massage. (B) Complete Pedicure, including nail analysis, and foot and ankle massage. (C) Artificial Nails 1. Liquid and Powder Brush-on 2. Artificial Nail Tips 3. Nail Wraps and Repairs	05 05 10 10 05

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER: Salon Mgmt., Communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

COSMETOLOGY PERFORMANCE OBJECTIVE

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

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include to 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 APPRECIATIONS TO BE DEVELOPED: Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards to public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%. The licensing exam is through the Board of Barbering and Cosmetology, P.O. Box 944226, Sacramento, CA 94244-2260, (916) 574-7570 <http://www.barbercosmo.ca.gov>

CURRICULUM FOR MANICURIST COURSE

(400 HOURS)

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Please note 40 hours are devoted to clinical/theory experience which will include all phases of manicuring. Such technical instruction and practical operations shall include:

MINIMUM SPECIFIED PRACTICAL OPERATIONS:

10	Disinfection and Sanitation	40	Water and Oil manicures
20	Complete Pedicures	80	Acrylic: Liquid and Powder Brush on nails
60	Nail Tips	40	Nail Wraps and repairs

TECHNICAL SUBJECT

MINIMUM THEORY HOURS

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

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER: Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

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

SKILLS TO BE DEVELOPED: Use of proper implements relative to all manicuring, pedicure, 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 APRECIATONS 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.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have satisfactorily completed Theory and Operations required by Board of Barbering & cosmetology with an average grade of “C” (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Manicuring with a GPA of “C” (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, a manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the Cosmetology Licensing Exam with an overall average of 75%.

CURRICULUM FOR INSTRUCTOR TRAINING COURSE

(600 HOURS)

The curriculum for students enrolled in an instructor training course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of cosmetology, as defined in section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the instructor trainee of teaching techniques and principles. Please note 110 hours will be devoted to clinic/theory experience which shall include all phases of being an Instructor.

TECHNICAL SUBJECT

THEORY HOURS

1.	The Cosmetology Act and the Board’s Rules and Regulations.	10
2.	Preparatory instruction (A) Instructional techniques: method of instruction, lecture, demonstration, performance, communication skills, instructional aids and the 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, etc. (D) Techniques of evaluation: purpose of tests; types of tests; test administration; scoring; and grading, etc.	40 30 60 10
3.	Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations. (Shall be conducted under the supervision of a licensed instructor)	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

TECHNICAL SUBJECT

PRACTICAL OPERATIONS

1.	(A) Organization techniques: 4 step teaching method: performance objectives; and learning domains, etc. (B) Lesson planning: Subject; title; outlines; development; and visual aids, etc.	50 50
***A student enrolled in the instructor training course may not engage in the school in a complete service connected with any practice or combination of practices of cosmetology upon a paying patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.		

INSTRUCTOR TRAINEE PERFORMANCE OBJECTIVES: To help develop the ability to:

1. Teach related information, manipulative operations, and techniques.
2. Use various teaching aids, such as instruction sheets, visual aids and tests.
To provide information about: A specific teaching techniques used by the vocational teacher in the working area and in the classroom.

TO DEVELOP AN APPRECIATION OF: The necessity for constant effort towards achievement of professional competency as a teacher and the importance of developing personal characteristics that contributes to success in teaching.

SKILLS TO BE DEVELOPED: Develop occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students, develop lesson plans, outlines. Procedures and tests that will insure students comprehension and will instill the will to learn in even the most difficult student, development of a course content reflecting a comprehensive, correlated unit of study, development of instructional materials that will facilitate set-up and preparation of class and development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have satisfactorily completed Theory and Operations required by Board of Barbering & Cosmetology with an average grade of 70% or better he or she will be awarded a diploma certifying his or her graduation. Possess a high school diploma, and passed the Cosmetology Instructor licensing exam with an overall average of 75%.

**HILLTOP BEAUTY SCHOOL
ORGANIZATIONAL CHART**

Owner/Director
Ms. Tina M. Perry

Financial Aid Director
Ms. Gema Jimenez

Admission & Placement
Ms. Tina M. Perry & Ms. Nancy DeGroat

Instructors:

Ms. Leonette Motta
Ms. Maria Alvarado
Ms. Martha Bermúdez
Ms. Esmeralda Herrera

Substitute Instructor:

Ms. Lourdes Cortez

Receptionist

Ms. Candie Dana

EDUCATIONAL QUALIFICATION LIST

- Ms. Leonette Motta - Instructor, Licensed Cosmetologist for twenty seven (27) years, Licensed Instructor for twenty six (26) years, Ms. Motta also has her Teaching Credential and BPPE Certification.

- Ms. Maria Alvarado - Instructor, Licensed Cosmetologist for sixteen (16) years, also has her BPPE Certification.

- Ms. Martha Bermudez - Instructor, Licensed Cosmetologist for sixteen (16) years, also has her BPPE Certification.

- Ms. Esmeralda Herrera - Instructor, Licensed Cosmetologist for eight (8) years, also has her BPPE Certification.

- Ms. Nancy DeGroat - Instructor , Licensed Cosmetologist for eighteen (18) years, also has her BPPE Certification.

- Ms. Lourdes Cortez - Substitute Instructor, Licensed Cosmetologist for thirteen (13) years, also has her BPPE Certification.