

SANTA ANA BEAUTY COLLEGE

**MANICURIST – MASSAGE THERAPIST –
ESTHETICIAN – HOLISTIC PRACTITIONER –
COSMETOLOGIST**

CATALOG

AUGUST 01, 2012 - JULY 31, 2013

1926 W. 17TH STREET
SANTA ANA, CA 92706
WWW.SAVCUSA.COM
TELEPHONE (714) 835-0278 FAX (714) 835-0287

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INTRODUCTION

We want to thank you for selecting us to assist you in obtaining your desired physical arts and cosmetologist training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry. At the Santa Ana Beauty College, we offer you the basic training to pass the Program of Barbering & Cosmetologist Licensing examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication and practice on your part. You will practice shop management, business concepts and the psychology of personal success. It is a pleasure to have you join us at Santa Ana Beauty College. Our goal is to help you discover your ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

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.

The Santa Ana Beauty College does not has a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Any questions you may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Dr. Suite 400, Sacramento CA 95833, www.bppe.ca.gov , Tel: (916) 431-6959 or Fax: (916) 263-1897.

You, a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by call toll-free at 1(888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet web site www.bppe.ca.gov .

Diane Nguyen, CEO/Owner

The Santa Ana Beauty College is dedicated to providing career training in the field of professional physical artistry. Graduates of this institution will be equipped to find employment in various venues as Cosmetologist, Holistic Practitioner, Esthetician, Massage Therapist, and Manicurist. The school accomplishes this goal by offering the following course programs:

Cosmetologist	1600 clock hours
Holistic Practitioner	1000 clock hours
Esthetician	600 clock hours
Massage Therapist	500 clock hours
Manicurist	400 clock hours

All the classes will be held at Santa Ana Beauty College 1926 W. 17th Street Santa Ana CA 92706. The school offers a classroom training experience that provides the student with a broad range of skills and a classroom environment that simulates the real workplace environment.

MISSION OF THE COLLEGE

The mission of Santa Ana Beauty College (SABC) is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the program exams and the development and personal growth to help each student discover his/her potential and hopefully function as cosmetologist entrepreneurs and teachers of the future. Our prime vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: hair stylist, hair colorist, manicurist, facialist, masseuse, waxing, make-up or as a beauty salon operator. Normal progression should move her/him to positions such as beauty salon manager, beauty salon owner, and director or school owner.

The daily training operation of Santa Ana Beauty College is under the instruction of a qualified educational director who brings almost a decade of valuable experience within the beauty industry and believes in continuing their education to keep abreast of the vast changes in the industry. Our educational director brings several years of administrative experience to the program. This experience compliments their great educational and managerial talents and expertise. The resultant educational program, the teaching and training at Santa Ana Beauty College represents the spectrum of cosmetologist knowledge and experience. Our educational director presents a challenging teaching and learning environment designed to maximize the student's preparation and opportunity for success in one of today's most exciting career fields - the beauty industry.

The quality of the Santa Ana Beauty College faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all Cosmetologist, Manicuring, Skin care and Massage Therapy professions. These exciting activities are carried out in an environment that is characterized by spacious, well-lighted facilities, remodeled to meet functional school needs, salon-type equipment especially designed to properly enhance student training, an educational philosophy that demands student's adherence to exemplary professional conduct and standards and an instructional methodology that provides continual individualized instruction during the complete tenure of student training. Students gain skill and confidence from training on quality equipment in comfortable surroundings. The strict observance of high

professional standards enhances their future opportunities for higher paying vocational employment. The constant utilization helps develop skills to their fullest capacities.

The Santa Ana Beauty College welcomes all persons interested in the beauty industry. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

FACILITY

Santa Ana Beauty College's address is 1926 W. 17th Street, Santa Ana, California. The school building is a spacious (7000 sq. ft.) air-conditioned, one-story modern facility with many benefits for our staff and students. Our school simulates salon conditions to help our students "learn-by-doing," with modern equipment and a variety of supplies that help enhance the student's product knowledge. A student area is provided for the students' use with facilities, eating and rest areas. Our students learn to practice managing the reception desk, logging patrons in, answering the telephone and operating the cash register. Our students learn inventory control and assist in operating our supply system. Our objective is to help the student become "salon ready."

Access for disabled students to the institution's facility is not available at the college. This institution does not offer special facilities or programs for the disabled.

APPROVAL STATEMENT

Santa Ana Beauty College is a private institution and that it is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approved means that the institution and its operation comply with the minimum standards established under the law for occupational institution by the private postsecondary education institutions. Also, this institution approved to provide the Cosmetology Programs by The Board of Barbering and Cosmetology (BBC) and accredited by The National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS).

STATEMENT OF OWNERSHIP

Santa Ana Beauty College is a for-profit corporation established in the state of California.

INTERNATIONAL STUDENTS

Santa Ana Beauty College is a SEVIS approved school eligible to train international students.

COURSE SCHEDULE

Courses are held daily from 9:00 a.m. to 6:00 p.m. Sunday through Friday for daytime classes and from 6:00 p.m. to 10:00 p.m. Monday through Thursday for evening classes. The institution observes the following holidays: New Year's Day (*Sunday 1/1/13*), Martin Luther King's Birthday (*Monday 1/21/13*), President's Day (*Monday 2/18/13*), Memorial Day (*Monday 5/27/13*), Independence Day (*Thursday 7/4/13*), Labor Day (*Monday 9/3/12*), Thanksgiving and the day after Thanksgiving (*Thursday 11/22/12 and Friday 11/23/12*), and Christmas Day (*Tuesday 12/25/12*).

BEGINNING DATES OF CLASSES

All SABC programs (Cosmetologist, Holistic Practitioner, Esthetician, Massage Therapist, and Manicurist) begin new classes every Monday unless Monday is a holiday and then the classes begin on Tuesday. The beginning dates for the 2012-2013 year are:

*2012

Monday, July 30, 2012
Monday, August 6, 2012
Monday, August 13, 2012
Monday, August 20, 2012
Monday, August 27, 2012

Tuesday, September 4, 2012
Monday, September 10, 2012
Monday, September 17, 2012
Monday, September 24, 2012

Monday, October 1, 2012
Tuesday, October 9, 2012
Monday, October 15, 2012
Monday, October 22, 2012
Monday, October 29, 2012

Monday, November 5, 2012
Tuesday, November 13, 2012
Monday, November 19, 2012
Monday, November 26, 2012

Monday, December 3, 2012
Monday, December 10, 2012
Monday, December 17, 2012

*2013

Wednesday, January 2, 2013
Monday, January 8, 2013
Monday, January 15, 2013
Monday, January 22, 2013
Monday, January 29, 2013

Monday, February 5, 2013
Monday, February 12, 2013
Monday, February 19, 2013
Monday, February 26, 2013

Monday, March 5, 2013
Monday, March 12, 2013
Monday, March 19, 2013
Monday, March 26, 2013

Monday, April 2, 2013
Monday, April 9, 2013
Monday, April 16, 2013
Monday, April 23, 2013
Monday, April 30, 2013

*2013

Monday, May 7, 2013
Monday, May 14, 2013
Monday, May 21, 2013
Monday, May 28, 2013

Monday, June 4, 2013
Monday, June 11, 2013
Monday, June 18, 2013
Monday, June 25, 2013

Monday, July 2, 2013
Monday, July 9, 2013
Monday, July 16, 2013
Monday, July 23, 2013
Monday, July 30, 2013

ACADEMIC PROGRAMS

COURSE PROGRAM: Cosmetologist: (1600 Clock hours)

Course Description

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 Cosmetologist 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.

Course Length

The course can be completed in 40 weeks by taking classes 40 hours a week for five days a week or completed in 80 weeks by taking 20 hours a week for two days a week.

Course Objectives

Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of cosmetology, and acquire business management techniques.

Sequence and Frequency of Classes

Classes are held Sunday through Friday for full-time students and Monday through Thursday for part-time students. Classes generally start at 9:00 a.m. for full-time students and 6:00 p.m. for part-time students.

Minimum Specified Practical Operations

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

Subject of Technical Instruction

Min. Hours of Technical Instruction:

1. The Cosmetologist Act and the Program's Rules & Regulations **20 hrs.**
2. Cosmetologist Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair and skin care preparation. Shall also include the elementary chemical make-up, chemical skin peels, physical and chemical changes of matter.) **20 hrs.**
3. Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases including HIV/AIDS and Hepatitis B.) **20 hrs.**
4. Theory of Electricity in Cosmetologist (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.) **5 hrs.**
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 throughout the entire training period and must be performed before use of all instruments and equipment.) **20 hrs.**
6. Bacteriology, anatomy, and physiology. **15 hrs.**
7. Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, comb-outs.) **35 hrs.**
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. **30 hrs.**
9. Permanent Waving (shall include hair analysis, chemical and heat permanent waving.) **30 hrs.**
10. Chemical Straightening (shall include hair analysis, and the use of sodium hydroxide and other base solutions.) **30 hrs.**
11. Haircutting (shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.) **20 hrs.**
12. Hair coloring and bleaching (shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dry removers. Shall not include any credit for color rinses.) (A) Haircoloring (B) Bleaching **60 hrs.**

13. Scalp and Hair Treatments (shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments). **5 hrs.**

14. Facials

(A) Manual (shall include cleansing, scientific manipulations, packs, and masks). **5 hrs.**

(B) Electrical (shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face). **10 hrs**

(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 922 regarding skin peeling). **10 hrs.**

15. Eyebrow Arching and Hair Removal (shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair). **10 hrs.**

16. Make-up (shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes). **15 hrs.**

17. Manicuring and Pedicuring

(A) Water and Oil Manicure, including nail analysis, and hand and arm massage. **5 hrs.**

(B) Complete Pedicure, including nail analysis, and foot and ankle massage. **5 hrs.**

(C) Artificial Nails

1. Liquid and Powder Brush-on	10 hrs.
2. Artificial Nail Tips	10 hrs.
3. Nail Wraps and Repairs	5 hrs.

Additional training will be given in the following subject matter:

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

Cosmetologist 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.

Textbook

Milady's Standard Cosmetologist HC, Delma Publishers
Milady's Standard Theory Workbook

Skills to be Developed:

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

Attitudes and Appreciations to be Developed:

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

Requirements for Satisfactory Completion of Course:

Shall have completed theory and operations required by Program 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 Cosmetologist with a GPA of "C" (70%) or better, he or she is awarded a Certificate of Completion of 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 Cosmetologist course as described above and passed the licensing exam with an overall average of 75%.

COURSE PROGRAM: Holistic Practitioner (1000 Clock Hours)

Course Description

The curriculum for students enrolled in the Holistic Health Practitioner course shall consist of one thousand (1000) clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the technician of all techniques and principles.

Course Length

The course can be completed in 25 weeks by taking classes 40 hours a week for five days a week or completed in 50 weeks by taking 20 hours a week for two days a week.

Course Objectives

Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of massage and holistic therapy, acquire the knowledge of general theory relative to massage including anatomy, physiology, nutrition, and acquire business management techniques.

Sequence and Frequency of Classes

Classes are held Sunday through Friday for full-time students and Monday through Thursday for part-time students. Classes generally start at 9:00 a.m. for full-time students and 6:00 p.m. for part-time students.

Textbooks

Milady's Standard, Massage Therapist HC
Milady's Massage Theory Workbook, revised
Delma Publishers

Subject of Instruction	Minimum Hours of Instruction	Minimum Practice Hours
1. 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 hrs.
2. 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 disinfection Should be emphasized throughout the Entire training period and must be Performed before use of all instruments and equipment.	10 hrs.	5 hrs.
3. History, anatomy, and physiology	10 hrs.	
4. Ethics, Nutrition, Principles & techniques	25 hrs.	
5. The body's Muscles & Nerves	10 hrs.	
6. Trigger points of Massage	10 hrs.	
7. Other systems of Massage	5 hrs.	
8. Basics of the Traditional Massage	10 hrs.	20 hrs.
9. Basics of the Traditional Swedish Massage	10 hrs.	25 hrs.
10. Contemporary American Techniques	10 hrs.	25 hrs.
11. Basic Shiatsu Routine & 16 movements	25 hrs.	
12. Ampuku	5 hrs.	10 hrs.
13. Patterns of Ki	15 hrs.	
14. The Front, Back and Side Channels	25 hrs.	25 hrs.
15. Introduction of other systems of Massage and Bodyworks	10 hrs.	15 hrs.
16. Sports Massage. Study of pre/post event massage, Training massage, injury care, nerve innovations, range of motion, structural kinesiology, muscle testing and PNF stretching.	25 hrs.	75 hrs.
17. Introduction to Holistic theory	10 hrs.	
18. Acupressure 1 & 2, covers 12 muscle meridians and the five elements and the Yin Yang Theory and incorporating different eastern techniques.	35 hrs.	30 hrs.
19. Aromatherapy (use of essential oils)	5 hrs.	15 hrs.

20. Chinese Therapeutic Massage	10 hrs.	15 hrs.
21. Geriatric Massage 1 & 2	10 hrs.	40 hrs.
22. Massage for the Physically Challenged	15 hrs.	35 hrs.
23. Reflexology	10 hrs.	15 hrs.
24. Social Psychology	25 hrs.	
25. Supervised training in a sport/clinical facility	200 hrs.	
26. Chair-side techniques & business practices and	25 hrs.	

Skill to be Developed

Learn the proper use of implements relative to all services, acquire the knowledge of massage/holistic therapy prior to all services to determine any disorders, injuries, will learn the procedures and terminology used in performing all massage services, will learn the all basic massage techniques including Swedish, American and Shiatsu and will learn the all proper procedures of holistic therapy.

Attitudes and Appreciations to be Developed

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

Graduation Requirements

When a student has completed the required theory hours and practical operation in Holistic Health Practitioner with a GPA of “C” (70%) or better he or she is awarded a Certificate of Completion of his or her graduation.

Permit Requirements

In order to practice the art of massage in an establishment a permit/business license is required and must be secured by the local city office (police department) of which you plan on working in. Each city has certain requirements and the fees vary city to city. The school will provide you with all the surrounding city information on obtaining a permit to work in the field of massage as well as assist you in the application process of how to get the Certified Massage Therapist and Certified Holistic Therapist by California Massage Therapy Council (CAMTC).

COURSE PROGRAM: Esthetician (600 Clock Hours)

Course Description

The curriculum for students enrolled in Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Cosmetician, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section,

technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Please note 170 hours will be devoted to clinic/theory experience, which shall include all phases of being a Cosmetician.

Course Length

The course can be completed in 15 weeks by taking classes 40 hours a week for five days a week or completed in 30 weeks by taking 20 hours a week for two days a week.

Course Objectives

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

Sequence and Frequency of Classes

Classes are held Sunday through Friday for full-time students and Monday through Thursday for part-time students. Classes generally start at 9:00 a.m. for full-time students and 6:00 p.m. for part-time students.

Practical Operations Hours

Disinfection & Sanitation	10 hrs
Facial Manual	40 hrs
Facial Electricity	60 hrs
Facial Chemical	40 hrs
Eyebrows Arching & Hair Removal by Tweezer	10 hrs
Wax & Depilatories	40 hrs
Make-up	40 hrs

Technical Subject Minimum Theory Hours

1. The Cosmetology Act and the Program's rules and Regulations. **10 hrs**
2. Chemistry pertaining to the practices of a Esthetician (shall include the chemical composition and purpose of cosmetic and skin care preparation. Shall also include the elementary chemical make-up, chemical skin peels, physical, and chemical changes of matter). **10 hrs**
3. Health and Safety/Hazardous Substance (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). **20 hrs**
4. Electricity (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment). **10 hrs**

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 throughout the entire training period and must be performed before use of all instruments and equipment). **10 hrs**
6. Bacteriology, anatomy, physiology, skin analysis and conditions **15 hrs**
7. Facials:
 - A. Manual (shall include skin analysis, cleansing, scientific manipulations, packs and masks). **20 hrs**
 - B. Electrical (shall include the use of all electrical modalities including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face). **30 hrs**
 - C. Chemical (shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layer of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling). **20 hrs**
8. Eyebrow Arching and Hair Removal (shall include the use of was, tweezers, electric or manual and depilatories for the removal of superfluous hair).
 - (A) Tweezers **5 hrs**
 - (B) Wax and depilatories **20 hrs**
9. Make-Up (shall include skin analysis, complete and corrective make-up, and the application of false eyelashes). **20 hrs**
10. Preparation: **15 hrs**
 Training will also include classes in Salon Mgmt., communication skills that includes professional ethics and client consultation, salesmanship, decorum, intake procedures, contraindications, record keeping, client service record cards and preparing a resume, employment development, pre and post operative care, CPR/AED, salon and spa skills.

Textbook

Milady's Standard Cosmetician HC
 Milady's Standard Theory Workbook
 Delma Publishers

Esthetician Performance Objective

Acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the

knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics.

Skills to Be Developed

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

Attitudes and Appreciations to be Developed

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

Requirements for Satisfactory Completion of Course

Shall have completed theory and Operations required by Program 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 Esthetician with a GPA of “C” (70%) or better, he or she is awarded a Certificate of Completion of 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%.

COURSE PROGRAM: Massage Therapist (500 Clock Hours)

Course Description

The curriculum for students enrolled in the massage technician course shall consist of five hundred (500) clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the massage technician of all techniques and principles. The course is designed for the student who has no prior experience in the field and who wishes to enter the industry immediately upon graduation.

Course Length

The course can be completed in 13 weeks by taking classes 40 hours a week for five days a week or completed in 26 weeks by taking 20 hours a week for two days a week.

Course Objectives

Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of massage, acquire the knowledge of general theory relative to massage including anatomy, physiology, nutrition, theory and acquire business management techniques.

Sequence and Frequency of Classes

Classes are held Sunday through Friday for full-time students and Monday through Thursday for part-time students. Classes generally start at 9:00 a.m. for full-time students and 5:00 p.m. for part-time students.

<u>Technical Subject</u>	<u>Instruction Min Hrs</u>	<u>Practice Min Hrs</u>
1 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.	20 hrs	
2 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 Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10 hrs	
3 History, anatomy, and physiology.	10 hrs	
4 Ethics, Nutrition, Principles & Techniques	15 hrs	
5 The Body's Muscles & Nerves	10 hrs	
6 Trigger points of Massage	10 hrs	
7 Other systems of Massage	5 hrs	
8 Basics of the Traditional Massage	10 hrs	20 hrs
9 Basics of the Traditional Swedish Massage	10 hrs	20 hrs
10 Contemporary American Techniques	10 hrs	20 hrs

11 Basic Shiatsu Routine & 16 movements	20 hrs	50 hrs
12 Ampuku	5 hrs	10 hrs
13 Patterns of Ki	15 hrs	
14 The Front, Back and Side Channels	20 hrs	20 hrs
15 Introduction of other systems of Massage and Body works	10 hrs	20 hrs
16 Sports Massage. Study of pre/post event massage, training Massage, injury care, nerve innovations, range of motion, structural kinesiology, muscle testing and PNF stretching	40 hrs	75 hrs
17 Introduction to Holistic theory	15 hrs	
18 Business practices, setting up a massage business	15 hrs	10 hrs

Textbook

Milady's Standard Massage Technician
 Milady's Standard Theory Workbook
 Delma Publisher

Massage Technician Performance Objective

Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases to all phases of massage, acquire the knowledge of general theory relative to massage including anatomy, physiology, nutrition, theory and acquire business management techniques.

Skills to be Developed

Learn the proper use of implements relative to all services, acquire the knowledge of massage prior to all services to determine any disorders, will learn the procedures and terminology used in performing all massage services, will learn the all basic massage techniques including Swedish, American and Shiatsu and will learn the all proper procedures of massage.

Attitudes and Appreciations to be Developed

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

Graduation Requirements

When a student has completed the required theory hours and practical operations in massage therapy with a GPA of "C" (70%) or better he or she is awarded a Certificate of Completion of his or her graduation

Permit Requirements

In order to practice the art of massage in an establishment a permit/business license is required and must be secured by the local city office (police department) of which you plan on working in. Each city has certain requirements and the fees vary city to city. The school will provide you with all the surrounding city information on obtaining a permit to work in the field of massage as well as assist you in the application process of how to get the Certified Massage Therapist and Certified Holistic Therapist by California Massage Therapy Council (CAMTC).

COURSE PROGRAM: Manicurist: (400 Clock hours)

Course Description

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.

Course Length

The course can be completed in 10 weeks by taking classes 40 hours a week for five days a week or completed in 20 weeks by taking 20 hours a week for two days a week.

Course Objectives

Acquire knowledge of laws and rules regulating California Cosmetological 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.

Sequence and Frequency of Classes

Classes are held Sunday through Friday for full-time students and Monday through Thursday for part-time students. Classes generally start at 9:00 a.m. for full-time students and 5:00 p.m. for part-time students.

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	Nails Tips	40	Nail Wraps and repairs

Technical Subject

Minimum Theory Hours

1.	The Cosmetology Act and the Program's Rules and Regulations	10 hrs
2.	Cosmetology Chemistry related to manicuring practices (shall include the chemical composition and purpose of nail care preparations).	10 hrs

3. Health and Safety/Hazardous Substances (shall include training in chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B). **15 hrs**
4. 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 hrs**
5. Bacteriology, anatomy, and physiology. **10 hrs**
6. Water and Oil Manicures, including hand and arm massage **15 hrs**
7. Complete Pedicure, including foot and ankle massage. **10 hrs**
8. Application of Artificial Nails
 - (A) Acrylic: Liquid and Powder Brush-on **15 hrs**
 - (B) Nail Tips **10 hrs**
 - (C) Nail wraps and repairs **10 hrs**

Textbook

Milady's Standard Manicurist HC
 Milady's Standard Theory Workbook
 Delma Publishers

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

Attitudes and Appreciations 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 Program of Barbering and Cosmetology with an average grade of “C” (70%) or better.

Graduation Requirements

When a student has completed the required theory hours and practical operations in Manicuring with a GPA of “C” (70%) or better, he or she is awarded a Certificate of Completion of 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%.

ADMISSION REQUIREMENTS

Applicants for admission may secure information on Tuesday through Friday between 10 a.m. and 4 p.m.

Enrollees are admitted as regular students under the following criteria:

- 1- Applicant must be at least 16 years old and must have completed the 10th grade education level or its equivalent (Note: You must be at least 17 years of age to take the licensing exam). We strongly urge you to seek your G.E.D. If the applicant is not a high school graduate.

Santa Ana Beauty College does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, and ethnic origin, area of origin or residence in its admissions, instruction, or graduation policies.

Credit Evaluation

Appropriate credit for cosmetology courses will be granted for prior training or experience upon review and verification by college officials of its validity under the Cosmetology Act and the Program of Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on the Program of Barbering/Cosmetology. No credit will be granted for the remaining courses.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Santa Ana Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Manicurist, Esthetician, Cosmetology, Massage Therapist or Holistic Practitioner is also at the complete discretion of the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at our institute. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Santa Ana Beauty College to determine if your certificate will transfer.

Santa Ana Beauty College does not enter into an articulation or transfer agreement with any other college or university.

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 **ACADEMIC PROGRAMS** Section. The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass the licensing examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows:

Manicuring	100 hours
Massage Therapist	100 hours
Esthetician	150 hours
Holistic Practitioner	100 hours
Cosmetologist	400 hours

The Santa Ana Beauty College considers the freshman classes to be the foundation for your chosen programs.

Orientation Class

Orientation classes for all students are held as follows:

Day Students	Sunday 9:30 a.m. to 10:30 a.m.
Evening Students	Monday 5:00 p.m. to 6:30 p.m.

Students are not clocked in during orientation and all new, re-enroll and transfer students must attend orientation prior to the start of all new classes. Please refer to the class schedule starting times.

Class Schedules

Courses are held daily from 9:00 a.m. to 5:30 p.m. Sunday through Friday for daytime classes and from 6:00 p.m. to 10:00 p.m. Monday through Thursday for evening classes. The institution observes the following holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, and Christmas Day.

Health and Physical Considerations

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

English as a Second Language

This institution does not offer English as a Second Language (ESL) course.

Continuing Education

The State of California does not currently require continuing education for licensees to renew their license. However, SABC strongly encourages their graduates to continue their education through trade shows and periodicals related to cosmetology and the other associated fields.

STUDENT ATTENDANCE AND CONDUCT POLICIES

Attendance

1. Students must complete all lessons and complete all clock hours before they are allowed to graduate.
2. Students have 1 ½ times the scheduled completion time to complete the program. Students who do not complete the program after this time will be dropped from the program.
3. If a student is absent from class, the student may make-up that class at no additional charge. The student should arrange make-up work with the instructor or director.
4. Students who are tardy more than 30 minutes will be counted as absent. Students who leave class early will be counted as absent unless prior arrangements have been made with the instructor or director.
5. At no time is any student allowed to attend class who is not on the attendance roster.

6.

Attendance Status

Full-time students are required to be enrolled and attend a minimum of 24 hours per week. Half-time enrollment requires a minimum of 12 hours per week. Part-time enrollment is defined as more than 12 hours but less than 24 hours per week. Less than 12 hours per week is less than half-time.

Leave of Absence

Occasionally, a student may experience extended personal, medical or other problems, which make it difficult to attend class. The institution may allow a student under such circumstances to take a “Leave of Absence” (LOA) from the program for up to 60 days. An LOA must be requested in writing by the student and must be approved by the school director. An LOA request form must be filled out and the date of leave and the date of return must be stated on the form prior to the director approving the LOA. A leave of absence will not be granted unless absolutely necessary. Under no circumstances can the school grant more than a single (1) LOA within a 12-month period. Students on LOA will not be charged any additional amount of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will be returned to the academic progress status they held prior to the start of the leave of absence. Students who fail to return from an LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 30 days.

Conduct

Students are required to conduct themselves at all times as if they were working in the industry. Professional behavior is a must for all students. Any student not conducting themselves in an orderly manner and professional manner can be dismissed from the institution. Students who attend class intoxicated or under the influence of any drugs will immediately be dismissed. Students who are found to be unruly, disorderly, engaging in sexual harassment, or creating a hazardous environment for other students or stealing school property or student property will immediately be dismissed from the school.

Probation

At the discretion of the school director, a student may be placed on probation for violation of student conduct policies or for attendance violations. The length of the probation period is left to the discretion of the director.

School Rules and Regulations

1. School hours are:

- Day students – Sunday through Friday, 9:00 am. to 6:00 p.m.
- Evening students – Monday through Thursday, 6:00 p.m. to 10:00 p.m.
- Full and part-time schedules are available

2. Time cards must be clearly legible. Students must punch only their own time cards.
3. In case of illness or emergency on any day, the student must call into the school director to report his/her absence before 9:15 a.m. that morning.
4. Students are required to be in class for roll call promptly at 9:30 a.m. (unless your schedule states a different starting time) in clean, prescribed uniform.
 - a. Females must wear a neat and clean white smock, white slacks, white closed toe and heel shoes (no shorts are allowed).
 - b. Males must wear a neat and clean lab jacket, black pants and black closed toe shoes (no shorts are allowed).
5. Students appearing in school with their hair not set and neat will clock out. Beauty needs are to be done on the student's own time.
6. A student who is tardy (days - 9:08 a.m.; evenings - 6:08 p.m.) cannot clock in until theory class is over and may not attend theory class. Students who are habitually tardy (5 times in one month) will be counseled and, if tardiness continues, may be suspended or be placed on probation until tardiness ceases.
7. Students will take lunch between 11:30 a.m. and 1:30 p.m. and must be cleared by receptionist at the desk. Students should report to an instructor if they have not had lunch by 1:30 p.m. Lunch is one hour (60 minutes). Lunch period is each student's responsibility, and lunch times must be staggered.
8. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Students failing to do so will only receive credit for hours indicated by the time clock. Students are also required to punch in and out for all breaks on the back of their time cards. A 15-minute break will be given in the morning and one 15-minute break will be given in the afternoon for 8-hour students.
9. Students are not allowed to clock out during college hours without permission from the Instructor. A student may not clock in or out for another student. This rule is strictly enforced. Anytime a student leaves the building during the day his/her time card must be left at the receptionist desk.
10. Chewing gum is not allowed in the college at any time. Smoking is allowed in assigned areas only OUTSIDE of the building.
11. Visitors are not permitted in the classroom or student lounge area unless approved by the director.
12. College business phones may not be used for personal calls. A pay phone is provided for student emergency use only. All calls are limited to 3 minutes. A student is not permitted to leave a patron to take a phone call.

13. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times.
14. Students must keep their work station, in class or on the floor, clean and sanitary at all times.
15. A minimum of .5 hours of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day and all articles must be labeled at all times.
16. All students serving the public must be courteous and pleasant. If a difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.
17. A student may not leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
18. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
19. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
20. Students are responsible for the return of 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.
21. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
22. A student must attend college on all scheduled class days. The college reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation of illness.
23. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
24. 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 alcohol or drugs.
25. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be audited by the College Office and Program of Barbering/Cosmetology. 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.

26. 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 the failure to do so.
27. Only products furnished by the college may be used unless otherwise approved by the director.
28. Students are to park only in the area designated by the college. The director will show you the parking area and where to park during orientation class.
29. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
30. Students must comply with college policy and state rules and regulations.
31. In the case of absences, all assignments, tests and homework must be made up. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.
32. Students must notify the college office immediately of any student address or telephone number change.
33. Absences of seven days or more with notification shall be considered cause for suspension. A student who is absent more than twenty-one (21) days without notifying the director will be terminated.

The above rules are designed to form excellent work habits and attendance and to aid in completing the course as soon as possible so that the student may become employable. Violation of school rules may result in suspension or termination.

Student Grievance and Complaint Policy

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

1. Fill out a grievance form and list all grievances.
2. Hand deliver or mail all forms to the School Director, Santa Ana Beauty College, 1926 W. 17th Street, Santa Ana, CA 92706-2321. All grievances, regardless of the nature will be turned over to the owners and reviewed.
3. The director will evaluate the grievance and set up an appointment with the person within 5 days from the receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.
4. If the matter is not resolved after going through the SABC complaint process, you may pursue the matter further through the Bureau for Private Postsecondary Education by call toll-free at 1(888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet Web site www.bppe.ca.gov or contact the school accrediting agency: National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS), 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302-1432, phone (703) 600-7600, fax (703) 379-2200.

STUDENT ACADEMIC POLICIES

Satisfactory Academic Progress (SAP)

STANDARDS: This institution expects its students to maintain Satisfactory Academic Progress (SAP) as established by this institution. The student must:

1. Maintain a cumulative academic average of “C” (70%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ($2/3 \times 30 = 20$).

Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (21 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave of Absence (see LOA policy). The time period to completion may be extended due to an approved leave of absence. Students who expect to be absent more than 21 days are encouraged to request a leave of absence.

In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the STUDENT ATTENDANCE AND CONDUCT POLICY section of this catalog.

3. Complete the course within one and one-half (1.5) 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 as well as midpoint of the academic year for programs beyond one academic year (Cosmetology and Holistic Practitioner) to be considered as meeting satisfactory progress at the end of an evaluation period will be considered to be making satisfactory progress until the next evaluation. An academic year is defined as 900 clock hours and therefore, at a minimum, Cosmetology and Holistic Practitioner must have evaluation periods prior to the completion of 450 clock hours. The programs both currently have evaluation periods at 400 clock hours.

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 50% of the course is scheduled to be completed or 50% of the academic year (900 clock hours) is completed;
- The point of actual completion, or at which each additional 400 clock hours are scheduled to be complete, beyond the graduation date.

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 160 hours per month would be scheduled to complete a 600 hours course in 3.75 months, a 400 hour course in 2.5 months and a 1600 hours course in 10 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. These dates would correspond to the point at which the student was scheduled to have completed 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.

Student Clock Hour Policy

The programs of study will only recognize time-clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. Students will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven minutes period applies to starting of the class day and shall not be abused. Once theory classes have been started no one will be allowed to enter the theory classroom. At the completion of each day, a weekly time card is prepared from the current daily operations and hours. The daily hours and operations earned are added to the previous totals of the prior cumulative column totals and then transferred to the new cumulative column. The time card must be signed by the student and the instructor daily.

Time cards reflect the student's weekly and daily record of hours and operations. It is important that all of the hours and operations are recorded properly and accurately. The attendance personnel must be able to read the time card so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and must remain in the school at all times. After clocking in, the student is required to maintain applied effort in personal grooming, attendance within the classroom building, and focus of activities directly related to the program course. Any activity not directly related to the training will not be tolerated. If this occurs, the student will be asked to stop the activity or punch out for the remainder of the day. Continued activities of this nature could result in the student's dismissal.

Time Card Credit

The following is a guideline for the instructor to issue credits:

1. Each theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.

2. The portion of the time card reflecting hours are in the theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card concerning operations is to be applied efforts of the students as they manually perform practical operations.
4. Some practical operations may take longer to perform according to the student. Note the following time frame the program gives for each operation.

Shampoo/set	1.5	hours
Facial	1.5 to 2	hours
Haircut	.5 to 1	hour
Permanent Wave	2 to 2.5	hours
Manicure	.5	hours

Using the above, the program would understandably not consider a student capable of performing more than three (3) permanent waves per day.

Grading System

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at 50% and 100% of the 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:

100% - 90%	A	Superior Performance
89% - 80%	B	Above Average
79% - 70%	C	Average
69% - 60%	D	Unsatisfactory – needs improvement
59% - Below	F	Failure

Academic Probation

Students who fail to meet SAP standards during a given evaluation period will be placed on academic probation for one additional evaluation period. Students during the probation period 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, and may be dismissed at the discretion of the institution. In the event such students are allowed to continue with instruction, reinstatement would only occur after the student has reestablished SAP in accordance with the attendance and grading standards indicated in STANDARDS 1, 2, 3 and 4 of this policy. In the event a student is dismissed 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.

Satisfactory Academic Progress Appeal Procedures

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's director. The letter should be received within (5) days of dismissal and must describe any circumstances related to the student's academic standing which the student believes deserves special consideration. The director shall evaluate the appeal within a reasonable time frame (no more than 10 days) and notify the student in writing of the director's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (no more than 10 days). The decision of the committee shall be final. Students who prevail in the appeal, re-entering the program after an interruption of training or having re-established satisfactory progress, and determined as making satisfactory progress will be re-entered in the course and will be reinstated.

Course Incompleteness

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

STUDENT SERVICES

Academic Advising

Students are advised individually, as often as necessary (at a minimum every six weeks) to review the student's progress and adjustments. Successful salon owners and stylists are scheduled into the school regularly to give demonstrations and discuss career goals, etc., with the students. This activity supplements the daily advising carried out by the instructors and directors. Students may request additional advising sessions at any time. Students may see the Registrar/Student Services for a specific referral to an organization for professional assistance.

Placement

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, the student's name is recorded in the student register and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. The job placement officer assists students in placements as often as needed; however, the school does not guarantee placement to any student. Job placement office hours are: Wednesdays and Thursdays between 10 a.m. and 12 noon.

Student Records

Student records are kept for a period of 5 years after the student either drops from the program or completes the training program. Student transcripts are maintained indefinitely and kept permanently. Students who need a transcript of their training may contact the school office and request a transcript. The school has a right to issue only a transcript reflecting the total hours

paid for by the student if the student has an unpaid balance for instruction provided to the student.

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

Drug Abuse Prevention Program

The college makes the following information available to its students, staff and instructors. Any individual associated with the Santa Ana Beauty College who is seeking information, counseling or assistance concerning drug abuse prevention may call or visit the Charter Hospital, 6060 Paramount Boulevard, Long Beach, CA 90805, phone (562) 220-1000.

Notice of Student Rights

If an applicant is not accepted by Santa Ana Beauty College (SABC) for admission, all monies paid by the applicant will be refunded within thirty (30) days of the date of notification by SABC.

You have the right to cancel and obtain a refund of charge paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Refund policy must adhere to CEC section 94920. If you have lost your "Notice of Cancellation" form, please ask the school for a sample copy.

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 enrollment agreement (contract). If you have lost your contract, ask the school for a description of the refund policy.

If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Education at the address and phone number below for information.

Bureau for Private Postsecondary and Education,
P.O. Box 980818, West Sacramento, CA 95798-0818,
Web site: www.bppe.ca.gov, E-mail: bppe@dca.ca.gov .

FINANCIAL POLICIES

SABC currently does not participate in federal and state financial aid programs but if you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund of the monies not paid from federal student financial aid program funds.

Office Hours

Applicants or students may secure financial information Mondays through Fridays, 10 a.m. to 4 p.m. All information can be obtained through the school director.

Course Cost

Program	Non-Refundable Registration Fee	Tuition (Books/Supplies)	*STRF	Total
Cosmetologist	\$75	\$4,000	\$10.00	\$4,085.00
Holistic Practitioner	\$75	\$3,000	\$ 7.50	\$3,082.50
Esthetician	\$75	\$2,000	\$ 5.00	\$2,080.00
Massage Therapist	\$75	\$2,000	\$ 5.00	\$2,080.00
Manicurist	\$75	\$1,000	\$ 2.50	\$1,077.50

The cost of tuition includes books and supplies. Students may make payments as they go all pay all of the tuition and fees before classes begin. The student is responsible for costs of transportation to and from school and any potential site practice or externships if required.

*STRF Fee: Commencing with January 1, 2010, an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of tuition, rounded to the nearest thousand dollars, applies to each new student as tuition is paid or loan are funded on behalf of the student. For tuition paid of one thousand dollars (\$1,000) or less, the assessment is two dollars and fifty cents (\$2.50).

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Education, P.O. Box 980818, West Sacramento, CA 95798-0818, Web site: www.bppe.ca.gov, E-mail: bppe@dca.ca.gov.

STUDENT TUITION RECOVERY FUND (STRF Fund)

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To qualify for STRF reimbursement you must file an STRF application within one year of receiving notice from the Bureau for Private Postsecondary and Education (Bureau) that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file an STRF application. If a judgment is obtained, you must file an STRF application within two years of the final judgment.

It is a state requirement that you must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

Foreign students are not eligible for STRF claims. If a student has a STRF claim, they must contact The Bureau for Private Postsecondary Education at E-Mail: bppe@dca.ca.gov to file their claim. Student must provide documentation of their enrollment and their contract to substantiate STRF claims. It is important that students keep all documents related to their contract, enrollment and tuition payments in case a STRF claim is filed.

Textbooks, Equipment and Supplies

Textbooks and a kit will be issued at the beginning of the freshman class. Each student will be issued a complete kit of equipment with carrying case. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The 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.

Graduation Documentation

When a student has completed the required theory hours and practical operations with a GPA (Grade Point Average) of "C" (70%) or better and a simulated (mock) program, he/she is awarded a Certificate of Completion of his/her graduation. Students are assisted in completing

the necessary documents to file for the appropriate Program of Barbering/Cosmetology Licensing Examinations.

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.

Cancellation and Withdrawal

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If you cancel, any payment you have made will be refunded to you within 30 days following the school's receipt of your cancellation notice. To cancel the contract for school, mail or deliver a signed and dated copy of the school's cancellation notice, or any other written notice, or send a telegram to Santa Ana Beauty College, 1926 West 17th street, Santa Ana, CA 92706.

REMEMBER, YOU MUST CANCEL IN WRITING. If the school gave the student any equipment, the student shall return the equipment within thirty (30) days following the date of the Notice of Cancellation. If the student fails to return the equipment within this thirty (30) days period, the school may retain that portion of the consideration paid by the student equal to the documented cost for the equipment and will refund the portion of the consideration exceeding the documented cost of the equipment. The Student may retain the equipment without further liability.

Refund Policy

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The student shall be refunded all monies paid within 30 days after receipt of the notice. If a student is rejected for training or the course is canceled, the student will receive a refund of all monies paid within 30 days. Students who withdraw or are terminated are entitled to a refund of unused costs, less a registration fee not to exceed \$75.

A student may terminate enrollment at any time. SABC employs a fair and equitable prorated refund policy whereby the student may only be charged for the cumulative hours of instruction incurred up to completion of 60% of the program, any unreturned equipment and used portions of laboratory fees. Once purchased, equipment becomes the property of the student, unless it is returned in good condition allowing for reasonable wear and tear, within 30 days following the date of the student's notice of cancellation. If not returned as above, the school may retain the documented cost of the listed equipment.

Refunds will be paid within thirty (30) days of the school's determination that the student withdrew. For students who receive financial sponsorship, tuition refunds will be made first to the sponsoring agencies up to the amount of disbursement, any additional refunds will be made to the student.

If SABC cancels a program or course subsequent to a student's enrollment and before instruction in the program or course has begun, the school shall provide a full refund of all monies paid.

If SABC closes permanently and ceases to offer instruction after students have enrolled, or if a program is canceled after students have enrolled and instruction has begun, the school will make arrangements for students to have a teach-out plan in one of the following ways: an arrangement or plan will be offered to the student with a reasonable opportunity to promptly resume and complete the canceled program or course(s) of study or transfer to a substantially similar program or course at the institution (or institutions) which offer similar educational programs by an institution in the same geographic area as the original school which provided the program or course. The school at which students continue their education and training shall not charge the students an amount greater than that to which the original school would have been entitled under its contract with the student and for which the student has not yet paid. SABC will notify affected students individually of the availability of the arrangement or teach-out plan, and diligently advertise such availability. The agreements among institutions may provide that these notices may be sent by the school(s) that are accepting students from the original school. SABC will submit to its accrediting agency, NACCAS, a list of all students who were enrolled at the time of closure, and indicate on it the arrangements made for each student to complete his or her education. SABC will dispose of school records in accordance with state laws. If SABC does not have a teach-out plan, then students will receive a pro-rata refund of tuition.

Example Refund Calculation

The following is an example of how the institution will calculate a refund. The refund is based upon a student attempting 15 hours of instruction and prepaying \$400.

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|--|--------------|
| 1. Total Cost: | \$3,585 |
| Minus Non-refundable registration fee: | \$ 50 |
| Minus STRF Fee: | <u>\$ 10</u> |
| Total available to be refunded: | \$3,500 |
2. Divide \$3,500 by 40 to find the cost per hour of instruction = \$87.50 per hour
3. Multiply the amount in line 2 times the total hours attempted $\$87.50 \times 15 \text{ hours} = \$1,312.50$. This is the amount of tuition earned by the institution.

Subtract the amount in line 3 from the amount the student has paid, minus the non-refundable registration fee of \$50 and the STRF Fee. If the total amount is a positive number, this is the amount to be refunded to the student. If the total amount is a negative number, this is the amount the student still owes for the instruction.

Student Paid:	\$ 400.00
Tuition earned by SABC	\$1,312.50
Minus Non-refundable registration fee:	\$ 50.00
Minus STRF Fee:	<u>\$ 10.00</u>
Total Student owes to SABC	-\$ 972.50

4. Any refund on tuition paid by a third party, will be refunded to the third party and not the student.

WITHDRAWING OR DROPPING AFTER COMPLETING/ATTEMPTING 60% OF THE COURSE WILL RESULT IN NO REFUND.

LIBRARY

Santa Ana Beauty College does not offer a library. However, since the Santa Ana Public Library and Nealley Library (Santa Ana Community College) are just a short distance from Santa Ana Beauty College, the student can use these libraries as a resource center. The student can access to these libraries for a free of charge.

HOUSING

Santa Ana Beauty College does not provide housing assistance to students.

DISTANCE EDUCATION

Santa Ana Beauty College does not offer distance education.

INSTITUTION'S STANDARDS FOR STUDENT ACHIEVEMENT

To meet the standards for student achievement, the student must at least:

- Maintain a cumulative academic average
- Maintain a cumulative average attendance level
- Complete the course within the time frame

FACULTY/STAFF

Key Staff Members

Diane Nguyen
 Andrew Vo
 Michiko Mendoza
 Vicky Nguyen
 Phuong Doan

Chief Executive Officer
 Campus Director/CFO
 Associate Director/Students Services
 Manager/International Students Tech
 Admission Officer/Registrar

Faculty

Guang Hui, Zhang, PhD	Massage Instructor/Bilingual Over 31 years Qi Gong practice 3 years teaching experience & 7 years as owner of his own Clinic specialize in pain, acupressure, immunization Therapy and Health Services Master of Science in Oriental Medicine
Rachel Cadena	Cosmetologist Instructor/ Bilingual Over 10 years of experience in the Cosmetologist industry State of California Certificate of Authorization for Service Over 10 years of experience as Cosmetology instructor State of California Certificate of Authorization for Service
Hung Vu	Cosmetologist Instructor/ Bilingual – Program Director 7 years of experience in the Cosmetologist industry Over 5 years teaching experience Credential of Teaching by Ohio State Board of Cosmo
Hung Nguyen	Massage Instructor/ Bilingual Acupuncture Technician/Chinese Medicine Practitioner Over 10 years of experience in the Massage industry State of California Certificate of Authorization for Service
Kathy Pham	Cosmetologist Instructor/Bilingual Over 7 years experience in Cosmetologist industry 12 years teaching experience State of California Certificate of Authorization for Service
Doan Nguyen	Teacher’s Assistant/ Trainee Cosmetologist Certified by the California Board of Barber
Elba Dorinda Arevalo	Teacher’s Assistant/ Trainee Cosmetologist Certified by the California Board of Barber
Jennifer Nguyen	Teacher’s Assistant/ Trainee Cosmetologist Certified by the California Board of Barber