

National Cosmetology Beauty School Course Catalog 2012 through 2013

National Cosmetology Beauty School 2012/2013 Catalog

315 Eleventh Street, Oakland, CA 94607, U.S.A.

Tel: (510) 444-7707 Fax: (510) 444-7708

www.barbercosmoschool.com

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Mission

Our mission at National Cosmetology Beauty School is to offer courses for the aspiring Barbers, Cosmetologists, Estheticians, Manicurists as well as cross over courses for licensed Barbers.

Our business is our clients so we will work hard to assure you are ready to earn your license after graduation.

Licensing

We are a private fully licensed school with permission to operate by the Bureau for Private Postsecondary Education and the California Board of Barbering and Cosmetology.

Disclosures

Any questions a student may have regarding this catalog that have not been satisfactorily answered by National Cosmetology Beauty School may be directed to the Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833

<http://www.bppe.ca.gov/students/>

Phone: (916) 431-6959

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

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

Complaints

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site <http://www.bppe.ca.gov/students/>

Course Offerings

All Courses offered in our Oakland School located at
315 Eleventh Street, Oakland, CA 94607, U.S.A.
Tel: (510) 444-7707 Fax: (510) 444-7708

All course include kit for use in class and books. Additional costs are on page 8. Stated prices DO NOT include the Kit Rental for State Board Exams. These can be rented separately.

BARBERING COURSE

This course offers the student an essential balance between theory and practical operations. It is made up of several sections, each having a defined area of concentrated study. By the time the student reaches the clinic, he or she will be assigned a station where their skills will process confidence working with clients. Through a combination of clinic, classroom, hands-on, and audio-visual instructions, the student will be introduced to the world of Barbering. This course has 4 theory and 4 practical exams taken at 400, 800, 1200 and 1500 hours.*

Course focuses on the following subjects:

- Cosmetology Act, Rule, Regulation
- Cosmetology Chemistry
- Health and Safety
- Theory of Electricity in Cosmetology
- Disinfection/Sanitation
- Bacteriology, Anatomy, Physiology
- Wet Hair Styling
- Thermal Hair Styling. Press & Curl
- Permanent Waving
- Chemical Straightening
- Hair Cutting
- Hair Coloring/Bleaching
- Scalp and Hair Treatment
- Shaving
- Manual - Facials
- Rest - Facials
- Chemical Facials

TOTAL TIME OF COURSE: Full Time:1500 hours (Approximately 11 months when attending at 40 hours/week)
Part Time:1500 hours (Approximately 22 months when attending at 20 hours/week)

Cost \$4300

Additional Costs that may be incurred are on page 7

Course Offerings continued

COSMETOLOGY COURSE

This course offers the student an essential balance between theory and practical operations. It is made up of several cycles, each having a defined area of concentrated study. By the time the student reaches the clinic, he or she will be assigned a station where their skills will process confidence working with clients. Through a combination of clinic, classroom, hands-on, and audio-visual instructions, the student will be introduced to the fascinating world of Cosmetology. This course has 4 theory and 4 practical exams taken at 400, 800, 1200 and 1600 hours.

Course focuses on the following subjects:

- Cosmetology Act, Rule, Regulation
- Cosmetology Chemistry
- Health and Safety
- Theory of Electricity in Cosmetology
- Disinfection/Sanitation
- Bacteriology, Anatomy, Physiology
- Wet Hair Styling
- Thermal Hair Styling. Press & Curl
- Permanent Waving
- Chemical Straightening
- Hair Cutting
- Hair Coloring/Bleaching
- Scalp and Hair Treatment
- Manual - Facials
- Electrical - Facials
- Chemical - Facials
- Eyebrow Arching and Hair Removal
- Make-up
- Water and Oil Manicure
- Complete pedicure
- Acrylic: Liquid and Powder Brush-on
- Nail Tips
- Nail Wraps and Repair

TOTAL TIME OF COURSE: Full Time:1600 hours (Approximately 12 months when attending at 40 hours/week)

Part Time:1600 hours (Approximately 24 months when attending at 20 hours/week)

Cost \$4300

Additional Costs that may be incurred are on page 7

Course Offerings continued

MANICURING COURSE

The training that the student will receive, will qualify them to perform complex services, usually without the need for further advanced training. Through a combination of clinic, classroom, hands-on, and audio-visual instruction, the student will be introduced to a career world of Manicuring. The manicuring curriculum provides training using modern equipment and advance techniques. In addition, to the basis course of study, instruction is concentrated on the application of nail tips, sculptured nails, and other nail wrapping and repair procedures.

Course focuses on the following subjects:

Cosmetology Act, Rule, Regulation
Chemistry
Health and Safety
Disinfection/Sanitation
Bacteriology, Anatomy, Physiology
Water/Oil Manicures/Arm Massage
Complete Pedicure
Acrylic: Liquid and Powder Brush-on
Nail Tips
Nail Wraps and Repair

TOTAL TIME OF COURSE: Full Time: 400 HOURS (Approximately 11 weeks when attending at 40 hours per week)
Part Time: 400 HOURS (Approximately 22 weeks when attending at 20 hours per week)

Cost \$1700

Additional Costs that may be incurred are on page 7

Course Offerings continued

ESTHETICIAN COURSE

Esthetician training is given in a private well-light room, to all facilities at the Academy, this immerses the student into the atmosphere of a working clinic from the very beginning of their instruction. Through a combination of clinic, classroom, guest lecturer, hands-on, and audio-visual instructions, students will be introduced to the exciting world of Skin Care and Makeup. Additional training will include the theory of color, as it relates to skin and its clothing, and Makeup Designs.

Course focuses on the following subjects:

- Cosmetology Act, Rule, Regulation
- Cosmetology Chemistry
- Health and Safety
- Theory of Electricity in Cosmetology
- Disinfection/Sanitation
- Bacteriology, Anatomy, Physiology
- Manual - Facials
- Electrical - Facials
- Chemical - Facials
- Eyebrow Arching and Hair Removal
- Wax and Depilatories
- Make-up/Eyelash Application

TOTAL TIME OF COURSE: Full Time 600 HOURS (Approximately 16 weeks when attending at 40 hours per week)
Part Time 600 HOURS (Approximately 32 weeks when attending at 20 hours per week)

Cost \$2700

Additional Costs that may be incurred are on page 7

COSMETOLOGY CROSSOVER

This course offers the student with an Barbering License an essential balance between theory and practical operations. It is made up of several cycles, each having a defined area of concentrated study. By the time the student reaches the clinic, he or she will be assigned a station where their skills will process confidence working with clients. Through a combination of clinic, classroom, guest lecture, hands-on, and audio-visual instructions, the student will be introduced to the fascinating world of Cosmetology. This course follows same subjects as Cosmetology Course

TOTAL TIME OF COURSE: 400 HOURS (Approximately 10 weeks when attending at 40 hours per week)
Cost \$1700

Additional Costs that may be incurred are below

BARBERING CROSSOVER

This course offers the student with an Cosmetology License an essential balance between theory and practical operations. It is made up of several cycles, each having a defined area of concentrated study. By the time the student reaches the clinic, he or she will be assigned a station where their skills will process confidence working with clients. Through a combination of clinic, classroom, guest lecture, hands-on, and audio-visual instructions, the student will be introduced to the growing world of Barbering. This course follows same subjects as Barbering Course

TOTAL TIME OF COURSE: 400 HOURS (Approximately 10 weeks when attending at 40 hours per week)
Cost \$1700

Additional Costs that may be incurred are below

Tutoring and refresher courses for students graduating from other schools are available by custom quote

Additional Costs

High end clipper/trimmer set		\$250
Misc School Supplies	\$100-\$300	
Additional Lab Supplies (mannequin heads/hands, lotions, ointments, etc.)	\$150-\$500	

Additional requirements for licensing in the State of California

All courses are designed to give you the necessary practical skills and theory knowledge to successfully attain your state license. In addition to completing this course you must show evidence that you:

Are not less than 17 years of age.

Have completed the 10th grade in the public schools of this state or its equivalent.

Must show evidence of diploma or GED, Driver's License or another government-issued picture ID, and your Social Security Card

About our faculty

Our faculty consists of 4 instructors with over 40 years experience in the beauty industry. Each one has one or more relevant licenses from the State of California. We have instructors that speak English, Vietnamese, Cantonese and Mandarin. Work record of instructors includes international as well as domestic experience. Our staff has a passion for working with students to master their profession, earn their license and gain employment. References are available and you are free to meet with them during your school tour by appointment.

Admissions

Students considered for enrollment must:

Possesses a High School Diploma, or equivalent GED diploma (General Education Diploma). Please bring your diploma or GED, Driver's License or another government-issued picture ID, and your Social Security Card on the day of your appointment to register for school. Pass admissions exam and interview.

We accept transfer students from any licensed school in California as long as you provide a verifiable Record of Completion form for your withdrawal from the school.

We also accept course transfers and will apply the full credit possible based on California Board of Barbering and Cosmetology regulations.

There is a non refundable \$100 Registration fee due with Application for admissions.

Rules and Regulations

INTRODUCTION

A full and part time student, who comes in everyday, needs to stamp their timecard when they are ready to begin school for the day.

The school does not provide parking facilities; it is the student's responsibility to take care of their vehicle.

GENERAL INFORMATION

The School provides criteria of course in theory and practical training of full cosmetology, manicure and esthetician as specified by the California Board of Barbering and Cosmetology's Rules and Regulations.

ATTENDANCE POLICY

It is the School policy that each student is to report an absence by 10:30am of that day by calling the school. If the student does not clock in at 9:07 AM, he/she is considered tardy and should adjust their departure time at the end of the day to complete the full 8 hours (minus 30 for lunch).

Students must maintain their attendance schedule they submit at the time of enrollment, except in an emergency situation. To maintain a reasonable studying progress, each student should maintain a minimum attendance of 40 hours per week to be qualified as full-time student or minimum attendance of 20 hours per week to be enrolled as part-time student. If a student is on modified time they may have additional flexibility. Deviations from set schedule must be approved by school director

A student must finish the cosmetology program within 18 months, esthetic program within 9 months, manicuring program with 6 months, other programs within 6 months period, including holidays and vacations. Student who is incapable to finish the training program within the period specified above or on their enrollment agreement may be required to pay additional fees if they exceed an additional 30 day grace period.

If an extended leave of absence is needed it must be discussed with the school Director, who will work with you to plan your return and future schedule. Other leave of absences will be dealt with on an individual basis. Students that miss 5 consecutive days without notifying the School may be withdrawn from the program.

TIME CARDS

Daily time cards are to be kept in the time card rack. In compliance with the Board of Barbering and Cosmetology regulations, time cards cannot leave the School premises. Time cards taken home will not receive credit or hours. Time card must be punched in and out when a student enters and leaves the School. The time cards are required to be signed/initialized by the student and the instructor daily and at the end of the week. Students may only stamp their own cards. Stamping another students card is grounds for immediate dismissal.

PERSONAL GROOMING AND DRESS STANDARDS

Men and women must represent themselves appropriately, being clean and well-groomed. Male students are to be clean-shaven. If a beard or mustache is worn, it must be neatly trimmed. The student should be wearing an appropriate uniform, black or white, slacks or shirts. No sweat pants, or leotard type pants can be worn. A white smock is required when a student is clock in for the day. Shoes should be closed-toes. NO SANDALS! Student's uniform must be CLEAN before entering first class of the day.

ETHICS

Students carrying on personal conversations may be asked to leave the classroom. Shouting across the room will not be tolerated. Students may no use coarse or obscene language. SMOKING, GUM CHEWING, AND EATING IS NOT PERMITTED IN THE SCHOOL EXCEPT IN THE BREAK ROOM OR OTHER DESIGNATED AREA.

Students should cleanup after each client. Hair must be swept up after each service. Student's working area should be clean before leaving for lunch and at the end of the day. Any items found lying around will be kept for one week and the disposed of! Cleanup is a cooperative effort. It is part of any School Routine. Proper hours cannot be maintained nor client cleanup the work area after a client.

INAPPROPRIATE BEHAVIOR

Speaking ill-will and having a negative attitude against clients, staff, and other students is unprofessional
Being disrespectful of clients, staff, and other students.
Refusing to work on clients
Refusing to leave the School premises when asked by a proper School Authority
Use of alcoholic beverages or drugs on school premises
Refusing instruction from an instructor
Non-observant of School's Rules and Regulation, Health, and Safety on a continual basis
Use of abusive and coarse language

TELEPHONE AND ELECTRONIC DEVICES

The School phone is limited to emergency calls only. Students will NOT be called to the phone while working on clients of when they are in a classroom, messages will be taken. Students will not be allowed to use cell phones or electronic devices during class hours or in the classrooms.

BREAKS

Lunch should be taken normally at 12:00 PM for daytime students. If a student has a client, exception can be made. Students should inform instructor before leaving for lunch and dinner. Time Cards are to be left in the time card rack during lunch and dinner. LUNCH AND DINNER IS LIMITED TO 30 MINUTES, DAILY. Any students returning tardy from their lunch/dinner break should adjust their departure time to maintain adequate hours. In case of an extenuating circumstance, the student should notify the instructor.
Anytime a student leaves the School, the time card must be clocked out: upon returning, the timecard must be clocked in. The only time a student may leave the School is for breaks or for lunch/dinner and at the end of the day.

CLIENT SERVICES

Students will be eligible for client services based on specific NCBS criteria:
Good daily attendance- no unexcused absences [working, is an excused absence]
Daily attendance in theory
Cooperation with dress code and sanitation
Compliance of Health and Safety rules
The School will collect all fees from clients
Student may keep tips unless client specifies the tip for an instructor

PROCEDURES FOR STUDENT WORK WITH A CLIENT

It is important that appropriate procedures are followed, when serving a client. Correct techniques and habits in practical operations are crucial to the development and success of the student.
Each client should be seen by the instructor on the floor before the student begins the services. All students' work should be checked before, during, and after each client service.
Wet sets must be checked before and after each completion if a student is new or a haircut is unfamiliar. A student must check frequently with the floor instructor.
Permanent waves require of the permanent wave to be check procedures by the instructor. Hair coloring requires pre-consultation, record card, application, development check, and final results check
Manicures must he checked before and after completing in a service. Artificial nail application must he checked by the instructor in order to receive credit on their time card.
Paving clients are provided for paid services only. If additional services are requested, charges must he collected in advance and reported to the receptionist. Students must present their service ticket when obtaining supplies.
Students are not allowed to refuse to perform a duty or refuse a client; students should discuss with an instructor if they do not wish to service a client.

PERSONAL PROPERTY

The School is not responsible for any personal losses. The student is responsible for the care, replacement, and repair of their equipment. The student should report any undue problems with items missing from their kit. Students must keep money and valuables in their lockers.

It is required of each student to mark all of the items in their kit so that upon loss, the item can be identified. Each student will be assigned a locker to keep their personal items, but the School does not responsible for any losses associated to the use of locker. Students are required to clean up the locker upon graduation. Personal property left on the School premises 30 days after graduation and will be used for the School inventory or donated to the general student body.

Student Conduct

Student Conduct

The following summary is based on the provisions of the California Education Code and the California Penal Code. Disciplinary action may be imposed on a student for violation of college rules and regulations, the California Education Code, California Penal Code, or the California Administrative Code. Student misconduct may result in disciplinary action by the college and /or prosecution by civil authorities. Students are subject to disciplinary action for any of the following violations;

- Violation of District policies or regulations_ including campus parking and traffic regulations, policies regulating student organizations, or governing the time, place, and manner of public expression;
- Obstruction or disruption of teaching, research, administrative procedures or other college activities;
- Physical or verbal abuse, or that of such abuse, of any person on college-owned or controlled property or at college sponsored or supervised functions; or conduct which threatens or endangers the health or safety of such person;
- Theft or, damage to, or threat of such damage to property of the college;
- Unauthorized entry to or use of college facilities; Dishonesty; i.e. cheating, plagiarism or furnishing false information to the college, forgery, alteration or misuse of college documents, records, or identification documents, etc;
- Use, possession, distribution of alcoholic beverages or narcotic or hallucinogenic drugs on School property
- Disorderly conduct or lewd, indecent, or obscene behavior on District property
- Insulting or abusing college employees in the performance of their duty on or near the school premises or public sidewalks adjacent to school premises;
- Refusal to comply with directions of District or college employees acting in the performance of their duties;
- Sexual harassment.

Students facing disciplinary action for violations of college rules and regulations consistent with the Education Code are subject to any of the following actions:

- Warning: An oral or written reprimand;
- Temporary exclusion: Removal for the duration of the class period or activity;
- Suspension: Exclusion from classes, privileges or activities for a specified period of time as set forth in the notice of suspension as provided in the Education Code? Suspensions by instructors must be immediately reported to the Director of the school;
- Expulsion: Termination of student status as set forth in the notice of expulsion

Disciplinary action may be imposed on a student by.

- A school certificated employee who may place a Student on probation or temporarily exclude the student from class and/or a school activity for the remainder of that class/activity period;
- The Owner or Director who may summarily suspend a student when deemed necessary for the welfare and safety of the School community.

Dismissal

School policy provides that a student may be placed on probation, suspended or expelled for violation of the Student Conduct Policy

Additional Consequences

§ 415.5. Disturbance of peace of school, community or state college or state university; punishment — Any person who (1) unlawfully fights within any building or upon the grounds of any school, community college, state college, or state university or challenges another person within any such building or upon such grounds to fight, or (2) maliciously and willfully disturbs another person within any such building or upon such grounds by loud and unreasonable noise, or (3) uses offensive words within any such building or upon such grounds which are inherently likely to provoke an immediate violent reaction is guilty of a misdemeanor and shall be punished as follows

Upon a first conviction by a fine not exceeding four hundred dollars (\$400) or by imprisonment in the county jail for a period of not more than 90 days, or by both such fine and imprisonment.

If the defendant has been previously convicted once of a violation of this section or of any offense defined in a Chapter I (commencing with Section 626) of Title 15 of Part I, by imprisonment in the county jail for a period of not less than 10 days or more than six months or by both such imprisonment and a fine of not exceeding one thousand dollars (\$1,000), and he shall not be released on probation, parole, or any other basis he has served not less than 10 days.

§71. Threatening public officers and employees and school officials

Every person who attempts to cause, or causes any officer employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his duties, by means of a threat, directly communicated to such person, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such threat could be carried out, is guilty of a public offense punishable as follows

Upon a first conviction, such person is punishable by a fine not exceeding ten thousand dollars(\$10,000), or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both

INFORMATION FOR BEGINNING STUDENTS

TIMECARDS

- Each student is to fill out a timecard daily and use it to punch in at beginning of the day and punch out at the end of the day, lunch is a maximum 30 minutes.
- Each student is to prepare a timecard for the following day using the cumulative information from the day's time used to clock in and out, this timecard will be used the next day on to clock-in and out.
- Classes begin on their scheduled times, students have 7 minutes grace time, if a student is 8 minutes late, they lose fifteen minutes of the hour (Board of Barbering and Cosmetology Rules)
- Timecards are legal documents and are to be kept at the school at all times.
- Timecards are provided by the school, and vary in class status: Esthetician freshman, Cosmetology freshman, and manicuring freshman students.
- A folder is made up per student in which that individual's time cards are kept, this record keeping process helps students and instructors keep track of student operations and time accumulated toward clock hours necessary to complete their program.

TIMECARDS PROCEDURES

1. Students will clock-in their own timecard on a daily basis. Clocking-in another student's timecard is a violation of the States Board Rules and Regulations.
2. Instructors will not sign a student in or out unless they can attest to and validate the student's arrival and departure time. If a student forgets to clock-in/out, the student must at that time, clock in/out and may receive credit **ONLY for the clocked hours.**
3. Instructors will not sign a timecard for another day's attendance. The timecard should be signed by the instructor on the day of attendance.
4. Students will receive a new weekly timecard on Monday. Timecards from the previous week must be handed in on Friday or Saturday after they have transferred previous theory hours and operations to their new timecard.
5. Instructors will not sign a student's timecard if operations and hours are not filled in.

DOCUMENTS

Students need to complete daily:

1. Appropriate timecard
2. Theory hours, practical operations filled out.
3. Date and student's signature
4. Instructor's signature

NECESSARY EQUIPMENT

In order to begin the program; students must have the equipment and supplies listed below by the first day of the classes; in order to stay in the program and be able to learn and accumulate operations and applied effort hours.

1. 3-Rng binder, 2 inches or bigger, Line paper, Binder Divider
2. Pen, Pencil, Hi-lighter, Eraser, Set of color pencil, etc.
3. Small lock with 2 keys or Combination lock. Lockers are issued to student, to keep their equipment at the academy and students are responsible for a combination lock or key lock to secure the locker contents; also, a duplicate copy is kept in student's file. (Turn it in to your instructor at the first week of the class)
4. Cups or Glass for Drinking Water

Cancellation and Refund Information

The student has the right to a full refund of all charges except for the amount of \$100 for registration fee, if he or she cancels this agreement prior to or on the first day of instruction. Students enrolled in a non "tutoring" or "refresher" course shall have the right to cancel until midnight on the fifth business day after the first lesson was received. The amount retained for registration fee shall be \$100. In calculating any tuition refund due, the percentage of attendance will be determined by the hours attended divided by the total hours in the program. In all cases of Students who withdraw, or who are suspended or expelled, the following refund policy shall apply:

The refund of tuition and others fees (excluding material fee) shall be equal to the total amount of tuition multiplied by the percentage of attendance remaining. EXAMPLE: a student who completes 25% of attendance of the course will receive a refund of 75% of the total tuition charges, less the registration fee of \$100.00. Material fee will be refund if returned in unused condition within 10 days following the date of students withdrawal. Purchased kits may be eligible for return and be subject to a reconditioning fee of up to 50% based on their returned condition.

State Board Kit Rentals require a \$500 cash deposit. Kit must be returned by 12 noon the day following the practical exam. Kits returned after 12 noon will incur a \$50/day late fee deducted from the deposit. Any missing or damaged implements or equipment will be paid for out of the deposit according to the price list provided with the kit.

Upon withdrawal and settlement of financial charges the school will provide the student with a Proof of Training withdrawal form with the hours of practical and theory earned at the school.

School will waive registration fee if a withdrawal student returns to the school within three months to continue course where they left off.

NATIONAL COSMETOLOGY BEAUTY SCHOOL
NOTICE OF CANCELLATION

Enter date of first class

You may cancel this contract for school, without any penalty or obligation by the date stated below.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the receipt of your cancellation notice. Registration fee is non-refundable.

But, if the school gave you any equipment you must return the equipment in its original condition within 30 days of the date you signed a cancellation notice. If you do not return the equipment in its original condition within this 30-day period, the school may keep the equipment out of what you paid that equals the cost of the equipment. The total amount charged for each piece of equipment shall be separately stated. The school is required to refund any amount over that as provided above, and the school may keep the equipment.

To cancel the contract for school, mail a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram.

National Cosmetology Beauty School
at 3151 Broadway, Oakland, CA 94607

“NOT LATER THAN _____

[Midnight of the date that is the fifth business day following the day of the first class]

“I cancel the contract for school. _____
(Date)

(Student Signature)
(Signature in this area represents cancellation of contract)

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions, or problems which you cannot work out with the school, write or call the Council for Private Postsecondary and Vocational Education:

Bureau for Private Postsecondary and Vocational Education
400 R Street Suite 5000
Sacramento, CA 95814
(916) 445-3427

I, _____, hereby acknowledge receipt and understanding of this form.

X _____
Student Signature Date
(Signature in this area does not represent cancellation of contract)