

DELTA BEAUTY COLLEGE

SCHOOL CATALOG AND CONSUMER INFORMATION

For January 1, 2012 to December 31, 2012

320 "H" STREET ANTIOCH, CA 94509

(925) 777-9676

Fax (925) 215-7683

www.deltabeauty.com

email: info@deltabeauty.com

TABLE OF CONTENTS

<u>A letter from our director</u>	4
<u>Approval Disclosure Statement</u>	5
<u>Notice of student Rights</u>	6
<u>Student Tuition Recovery Fund Statement (STRF)</u>	6
<u>Mission & Educational Objectives</u>	5
<u>Administration Business Hours</u>	6
<u>Admission Policy</u>	7
<u>Calendar/Holidays</u>	8
<u>Grievance Procedure</u>	8
<u>Transfer Students</u>	8
<u>Closure & Retention of Student Records</u>	9
<u>Handicapped (Wheelchair Access)</u>	9
<u>Health & Physical Considerations</u>	9
<u>History & Ownership</u>	9
<u>Orientation Class</u>	9
<u>Scholarships</u>	9
<u>Statement of Non-Discrimination</u>	9
<u>Career Counseling</u>	9
<u>Drug Abuse Prevention Program</u>	10
<u>Placement</u>	10
<u>Attendance, Tardy & Make-Up Policies</u>	10
<u>Attendance Status</u>	10
<u>Class & Practice Hours -Credit Procedure</u>	10
<u>Credit Evaluation</u>	11
<u>Grading System</u>	11
<u>Graduation Diploma</u>	11
<u>Satisfactory Academic Progress (SAP)</u>	12
<u>Mission and Educational Objectives</u>	14

(continued)

TABLE OF CONTENTS (continued)

<u>Licensing requirement</u>	14
<u>Cosmetology Course Curriculum</u>	16
<u>Manicurist Course Curriculum</u>	18
<u>Tuition and Fee Schedule</u>	20
<u>Textbooks, Equipment & Supplies</u>	20
<u>Extra Instruction Charges</u>	20
<u>Re-Entry Policy</u>	20
<u>Method of Payment</u>	20
<u>Refund Policy</u>	21
<u>Transcripts</u>	22
<u>Financial Aid Consumer Information</u>	22
<u>Student Eligibility Requirements</u>	22
<u>School Rules and Regulations</u>	23
<u>Leave Of Absence</u>	25
<u>Graduation Requirements</u>	27
<u>Student Rights and Responsibilities</u>	28
<u>Staff Qualifications & Organizational Chart</u>	31

A LETTER FROM THE SCHOOL OWNER

Dear New Student

Welcome to DELTA BEAUTY COLLEGE, We thank you for selecting our school to obtain training in the cosmetology industry. You are setting out on a path of independence that will allow you to take control of your future and the opportunity to be successful in the beauty industry.

At Delta Beauty College it is our goal to give you both the basic training and education through the requisite hours to sit for and pass the licensure examination required by the California Board of Barbering and Cosmetology. Requirements to sit for the licensing exam are:

- Submit an appropriate application and fee
- Has completed a 1600 hour course from a school approved by the board
- Is not subject to denial pursuant to Section 480 of the Business and Professions Code¹

¹ Information on this and details of the exam and requirements can be found at the Boards website at: http://www.barbercosmo.ca.gov/licensees/licensing_faqs.shtml

Our emphasis will also focus on teaching you how to be successful in the marketplace and how to gain experience from the operations that you will perform during your training. The operations are an element necessary for you to pass the required state license examination but will also give you a chance to experience the many aspects involved in operating and managing a salon. A State license is required in order to obtain employment as a cosmetologist or as a manicurist. Your training will take place within an environment similar to that of your prospective employers or even your own salon. This means that you will be expected to be punctual; respectful toward your instructor, fellow students, and your clients. It also means hard work, dedication, and lots of practical work on your part. Work in this program, as will be in your professional career afterwards, will all come down to you and the effort and drive you put into reaching your goals. This is all about you and if you set out to be successful then you will be successful.

Your training will consist of theory classes; applications of subject matters studied in these theory classes; shop management; business concepts; and the elements of personal success. The training you will receive will give you the tools that will make you an asset in any capacity in this industry. However, the real experience and advancements will depend on your own efforts, work ethic and internal fortitude both here and in all of your future endeavors.

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. If a Performance Fact Sheet has not been provided to you please request one from any instructor or administrator at the school and one will be provided.

It is a pleasure to have you join us at Delta Beauty College, the degree of your success will depend on the effort you are willing to apply during the entire course of your training. Again Welcome to Delta Beauty College, we hope this is the first step in your successful and rewarding career.

Sincerely,

Dawn Seelenbacher, Director

Approval Disclosure Statement

DELTA BEAUTY COLLEGE is a Private Institution that was granted its approval to operate by the California Bureau for Private Postsecondary Education and pursuant to California Education Code Section 94915. The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval is subject to continuing review.

The bureau has approved the following courses offered by DELTA BEAUTY COLLEGE:

Cosmetology	1600 Clock Hours
Manicuring	400 Clock Hours

Instruction is provided within a 4,900 sq. foot located at 320 H Street in Antioch, California. Prospective enrollees are required to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel before enrolling, attending class or signing enrollment agreements. Delta Beauty College participates in the Regional Occupation Program, a Program to assist student to meet educational expenses through Contra Costa County. For information on these programs, see the financial aid section of this Catalog. This catalog is updated annually and can be requested either by calling the school, emailing the school, or a copy is available at the school.

The following are agencies, which set minimum standards for our program of studies in accordance with their individual requirements.

The State of California Department Consumer Affairs –

Board of Barbering and Cosmetology Provides licenses to graduates upon passing the Barbering Cosmetology Board examination.

The Bureau for Private Postsecondary and Vocational Education –

Persons seeking to resolve problem or present complaints should first contact the immediate instructor in charge. Requests for further action may be made to the Institution Instructor in charge.

Additional request for further consideration may be presented in writing to: Dawn Seelenbacher, Director and Owner of DELTA BEAUTY COLLEGE. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Post-Secondary Education at:

2535 Capital Oaks Drive Suite 400 Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818

Website www.bppe.ca.gov

Telephone and Fax #'s: (888)370-7589 or by fax (916) 263-1897
(916) 431-6959 or by fax (916) 263-1897

I certify that all contents of this catalog are current, true and correct to the best of my Knowledge.

/s/Dawn Seelenbacher

Dawn Seelenbacher
Director
Delta Beauty College

Notice Of Student Rights

1. You the right to cancel this 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 the student has received Federal Student Financial Aid funds, the student is entitled to a refund of money's not paid from Federal Aid Program Funds.
2. After the end of the cancellation period, you also have a right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact The Bureau for Private Postsecondary and Vocational Education at the address and phone number printed below for information.
4. If you have any complaints, questions, or problems, which you cannot work out with the school, you are encouraged to write or call the Bureau of Private Post-Secondary Education.

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

Student Tuition recovery Fund Statement (STRF)

California law requires that upon enrollment a fee be assessed in relation to the cost of tuition (Education Code Section 94343). These fees support the Student Tuition Recovery Fund (STRF). A special fund, established by the California Legislature to reimburse students who might otherwise experience a financial loss due to:

- a) The closure of the institution,
- b) The institution's breach or anticipatory breach of the agreement for the course of instruction, or,
- c) A decline in the quality or value of the courses of instruction within the 30-daily period before the institution's closure.

The fund protects only California students. Institutional participation is mandatory. If you are not resident of California then you are not eligible for protection to recover a claim from the Student Tuition Recovery Fund.

It is important that enrollees keep a copy of the enrollment agreement, contract or application to document enrollment along with tuition receipts or canceled checks to document the total amount of tuition paid. It is also wise to keep a copy of your student records which will document the percentage of the course which has been completed. Such information may substantiate a claim for reimbursement from the STRF.

For further information or instructions contact The Bureau for Private Postsecondary Education P.O. Box 980818 West Sacramento, CA 95798 Telephone (916) 431-7589

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all 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 a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have

no separate agreement to repay the third party."

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 a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or 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.

Administration Business Hours

The school administrative offices are open for business Tuesday thru Friday from 9:30 a.m. To 4:00 p.m. For issues related to admissions, academics, financial aid, accounting and placement, please make an appointment or visit the offices within their business hours. The administrative office may be reached at (925) 777-9676.

Admission Policy

It is our policy at Delta Beauty College to enroll only students who have the aptitude and ability to learn and benefit from the training. We strive to make certain that our students have the best chance to succeed in the fields of cosmetology and manicuring and to find gainful employment in their prospective program of study. Enrollment is a two-step process with requirements both prior to and after enrollment:

Prior to signing an Enrollment Agreement all prospective students must:

- Visit and tour the school.
- Review the school catalog
- Get clarification on anything that is not clear to you

Prior to clocking in and starting classes, all new students must meet the following requirements:

To enroll at Delta Beauty College you need to be at least 17 and a high school graduate,:

- To provide your valid U.S. high school diploma, a GED, passing scores from the California State Proficiency Exam (CHSPE), or high school transcripts verifying your graduation date.
- A valid Social Security Card.
- A valid government issued photo identification card or driver's license.

If you graduated from a high school outside the United States

If you are at least 18, an immigrant to the United States and have completed high school or its equivalent in your country of origin, you will need to:

- Provide a copy of your secondary school education credential as well as an English translated copy which clearly identifies the date of completion of secondary education that is equivalent to a U.S. high school diploma. The certified and notarized translation must be completed by a qualified translator fluent both in the language in which the document is written and in English or a bona fide, third-party document evaluation service. If the out-of-country education certificate is translated by a bona fide, third-party document evaluation service, the translation must be on that company's letterhead. The administration office can provide a list of such translation

services if needed. The translation must be conducted at your own expense.

- A valid Social Security Card.
- A valid government issued photo identification card or driver's license.

We do not provide Visa services but we will vouch for your status upon request. There are no charges for this service.

All curriculums are taught in English and we do not offer English and a second language programs.

For this reason we insist that all students are deemed to have the level of English proficiency necessary to have the ability to benefit from the programs taught in English.

Homeschooling

If you have been homeschooled and the state in which you were homeschooled treats homeschools as a home or private school, to enroll you need:

- To provide your valid homeschool high school diploma.
- To provide EITHER a copy of the state issued secondary school completion credential (if your state issues this certificate), OR a copy of the Private State School Affidavit issued by the state for the school from which the diploma was granted.
- A valid Social Security Card.
- A valid government issued photo identification card or driver's license.

Transfer Students

The transfer and accepted clock hours from another California institution will be counted towards the required hours of the same program at Delta Beauty College. Applicants with previous hours from another California cosmetology school who wish to enroll at Delta Beauty College must submit a written request during the admission process along with a Proof of Training and Record of Withdrawal from the previous California school. Prospective students with less than 1000 hours in cosmetology and less than 150 hours in manicuring will be considered for enrollment at Delta Beauty College.

If an applicant is transferring from another state or from another country, they must first contact California's Board of Barbering and Cosmetology (BBC) and make application for approval of their hours from their previous school. The documents required for this process can be found on the California BBC website (www.barbercosmo.ca.gov). The California BBC will then issue a letter indicating the credit it has approved for the hours taken at the previous school along with any other requirements.

Failure to provide the required documentation of previous training in either circumstance prior to enrollment will result in not being able to apply those hours to your enrollment at Delta Beauty College. Delta Beauty College will then make a final decision based on the information in the California BBC's letter.

We do not award any credits for prior experiential learning.

Non Regular Students

Non regular students are those selected, tested and recommended to attend Delta Beauty College by their high school under the Regional Occupational Program. (ROP). Their attendance and grades are monitored in accordance with the ROP guidelines, not by Delta Beauty College policies. Students receive credits for their attendance in the program and provided on a quarterly basis. Grading is based on a cumulative percentage taken from operation progress & aptitude, homework completed, and test scores.

Proof of Age

Proof of age may be documented by various means, including, but not limited to, birth certificate, driver's

license, government-issued identification, birth registration, passport, etc.

Class Schedule

Class schedules depend on the student's capability to attend school and the schedule selected during enrollment. Classes are held from Tuesdays through Saturday 8:30 a.m. until 5:00 p.m. All class sessions are held at the school at:

Delta Beauty College
320 H Street
Antioch, Ca. 94509

Calendar/Holidays

Delta Beauty College is closed on Sunday, Monday and the following holidays: New year's day, Memorial Day, Fourth of July, Thanksgiving Day, Christmas Day.

A "special" holiday may be declared for emergencies or special reasons. Holidays of all religious beliefs are respected and allowed.

Grievance Procedure

In the event, a student has a grievance, which cannot be resolved to his/her satisfaction with the student's instructor in charge: the student is to make his/her grievance known to the Institution's Instructors, if the matter remains unresolved then the student is to make his/her grievance known to the Institution's Owner Dawn Seelenbacher, at Delta Beauty College, 320 "H" Street, Antioch, Ca. 94509 (925) 777-9676. For further action (if the matter is still unresolved). Please contact:

The Bureau for Private Postsecondary Education
P.O.Box 980818
West Sacramento, CA 95798
Telephone (916) 574-7720 toll free (888) 370-7589

Closure and Retention of Student Records

Adult students, parents of minor students, and parents of dependent minors, have the right to inspect, review, and challenge information contained in the Institution's records. However, a staff member must be present during the process to provide clarification and/or answers to related questions during the review of the student's file.

Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment and that are maintained by the institution. Written consent from the student and/or parents of dependent minors is required before educational records may be disclosed to any party with the exception of accrediting commissions or governmental agencies so authorized by law. Student records are kept for 50 years and students or those with approval have the right to inspect the records with a 24 hour request made to the administrative staff on duty at the school at the time the request is made.

Handicapped (wheelchair Access)

Access by persons on wheelchairs is available.

Health And Physical Considerations

Generally, the professional in the beauty field must be in good physical health since he/she will be working in direct contact with patrons. In most aspects of the beauty field, there is a great deal of standing,

working, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We permute the acceptance of students with physical limitation or disabilities if these students (their parents, physician) believe they can fulfill the training demands.

History & Ownership

Delta Beauty College is a California Subchapter S Corporation. The school has been in business for the past 45 years and the current owners are Dawn and Philip Seelenbacher. Their ownership changed from the original owner/operator, who operated the institution since of the schools inception to the current owners on May 3, 2011. The school and its current owners have not, nor have they ever been, a party in any bankruptcy proceedings, nor do we have a pending petition in bankruptcy. The owners and the school are not operating as a debtor in possession nor have we ever filed a petition within the past five years, or ever in our history. We have also not had a bankruptcy petition filed against us within the preceding five years or at any time in our history. So, for that reason, we have never had any filing that ever resulted in a reorganization under Chapter 11 of the United States Bankruptcy Code.

Scholarship

The Sue Bertolani Scholarship at Delta Beauty is an annual, private scholarship for which current and prospective students are encouraged to apply. Please contact the school's administration office for further information.

Statement of Non-Discrimination

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

Career Counseling

The school counsels the students on a one to one basis as often as necessary. Monitoring the student progress through the courses and meeting to discuss the progress will be scheduled throughout the period of enrollment. Salon owners and licensed professionals are invited to the school regularly to give demonstrations and discuss career goals with the students. This activity supplements the daily counseling carried out by the instructors and administration. Instructors meet with and give guidance on preparing for and pursuing employment.

Placement

Delta Beauty College does not guarantee placement to any student, however, limited job placement assistance is provided to graduates at no additional charge. Upon graduation the student's name is recorded in a placement register for the follow-up process. Results from the California State Barbering and Cosmetology Bureau license examination are recorded as passed or failed. Students that failed the examination are encouraged to return to Delta Beauty College for assistance and guidance for subsequent attempts to pass the examination.

Drug Abuse Prevention Program

Any individual associated with Delta Beauty College who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may contact our admissions office for professional referral.

Attendance, Tardy & Make-Up Policies

Students must attend a minimum of 67% (2/3) of their scheduled hours in order to maintain minimum academic progress requirements. Scheduled hours will be outlined in the enrollment agreement. Full time students are scheduled for 40 hours per week and part time students are scheduled for 20 hours per week. Full Time Cosmetology students are expected to complete their course within 12 months from their first day of attendance. Part Time Cosmetology students have 24 months to complete the course.

Manicuring students on a full time schedule are expected to complete the course in no longer than 13 weeks and part time students are expected to complete the course in 20 weeks.

An absence may be excused by calling-in the same day prior to the beginning of class, Students are required to make-up for the lessons, and exams missed due to absenteeism. However, the made-up work by the student will not provide credit for hours or operations if not physically performed within the school premises. If the student is absent during three (3) consecutive weeks, the school will withdraw him. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand.

Student hours and operations once property earned by the student will not be taken away from the student records based on disciplinary actions by the school. Clock-in time is rounded to the nearest ¼ hour. Once theory classes have commenced (more than eight minutes beyond the starting class time), students will not be allowed to enter the classroom.

Class & Practice Hours - Credit Procedure

Students at Delta Beauty College record their attendance with weekly time sheets with which the student is required to punch in their start and end time each day they attend. These time sheets will also record time spent on the required operations for the course. Time sheets are not to be removed from the school. The student must complete their time sheets and sign & date them daily and carry forward prior accrued time and completion of operations.

Students will punch in at the beginning of class, punch out/in for lunch, and punch out at the end of the day. Students will be allowed up to seven (7) minutes to sign-in and receive credit for the full quarter (¼) hour. Students receive credit for operations completed after each operation or project verified by an. At the end of the week, a new weekly record card is prepared from the prior week's record card. The time cards are kept and maintained in the students file and a copy of each time card will be provided to the students to keep for their records.

TIME SHEETS MUST REMAIN IN THE SCHOOL AT ALL TIMES.

Evaluation

FRESHMAN CLASS: The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations and student practice. The freshman class teaches and introduces the basics of those areas that the student will need to know to pass the Barbering and Cosmetology Bureau examination. From this initial introduction, the student will learn all the fundamental basics for his/her future and career. The hours spent in the freshman class are 240 for the cosmetology course, and 80 for the Manicuring course. Delta Beauty College considers the freshman classes to be the foundation for the student's learning process.

Graduation Diploma

When a student has completed the required clock hours, theory hours and practical, operations for his/her course of study with a GPA (Grade Point Average) of "C" (70%) or better, he/she receives a Certificate of

Completion certifying his/her graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate California State Broad Barbering and Cosmetology Examination.

Satisfactory Academic Progress Policy (SAP)

This policy applies to all students in each program, full or part time, and the policy is provided to students prior to enrollment. At regular intervals, mentioned below, Instructors will go over evaluation results with students. After each review, the students will receive a copy of their SAP report. At these reviews the instructor will determine, based on the information therein, whether the student is making satisfactory academic progress. If the student is not making satisfactory academic progress in any area the student will be placed on the status of warning (for below average students). A student already on the status of warning not making satisfactory academic progress at the next determination will have ten (10) calendar days to appeal the determination. If the student prevails upon appeal, the student will be placed on the status of probation, if the institution determines that the student can meet satisfactory academic progress standards by the next evaluation period, or if the institution develops an academic plan for the student, that if followed, will ensure that the student is able to meet the institution's satisfactory academic progress standards by a specific point within the maximum timeframe established for the individual student.

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 converted to a letter grade. Evaluation of Satisfactory Academic Progress reports are given at regular intervals in the course. These intervals are based on anticipated completion of hours according to their contracted hours, not actual completion of the hours. For the 1,600 hour cosmetology course the SAP reports are given at 450, 900, 1250 and 1600 scheduled hour marks. For the manicuring course the SAP reviews are given at 200 and 400 scheduled hours. The evaluations will review the overall attendance and academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Theory grading	practical grading
90% - 100% A Excellent	4 Points 90 - 100% A Excellent
80% - 89% B Above average	3 Points 80 - 89% B Good
70% - 79% C Average	2 Points 70 - 79% C Average
69% - Below D Unsatisfactory	1 Points 60 - 69% D Below Average
	Under 60 – 0 Points –F-Failure

Maintaining Satisfactory Academic Progress

The minimum requirements to maintain satisfactory academic progress are:

1. Maintain a cumulative academic average "C" (70%) or better at the end of each evaluation period.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) the scheduled hours indicated on their enrollment contract at the evaluation period.
3. Complete the course within a maximum time frame of one and one-half (150%) times the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 44 Weeks (including grace time for absences) He or she must complete within 66 weeks.
4. Student meeting the minimum requirements for attendance and academic progress at any

evaluation point will be considered to be making satisfactory academic progress until the next evaluation.

EVALUATION PERIODS: Student compliance with the satisfactory academic progress Policy is divided into evaluation periods and assessed at 25%, 50%, 75%, and finally, at course completion. The following table represents the percentage of scheduled course completion, the number of hours scheduled or offered by the institution and the minimum number of hours required.

Approx. Percent of Course completed	Cosmetology (hours) Scheduled Minimum	Manicuring (hours) Scheduled Minimum
At 25%	450	
At 50%	900	200
At 75%	1,250	
At 99%	1,600	400

All scheduled review dates will be set in accordance to the enrollment dates stated on the enrollment contract. In addition to the required number of hours, students must also have to maintain a “C” (70%) or better grade average.

PROBATION PERIOD: Students who fail to meet the minimum standards (due to either lack of attendance and/or low grades) during a given evaluation period while on the status of warning will be placed on a probation status (only if the student first appeals and prevails upon appeal) until the following evaluation period. Students will be considered to be making satisfactory academic progress and remain eligible to receive aid during the probation period. Students who fail to meet minimum standards by the conclusion of the probation period will be deemed not to be making satisfactory progress and will lose any remaining eligibility for student financial aid, and will be informed by the institution of the loss of eligibility for student financial aid.. Students at this time may be terminated from the course of study. If the student is allowed to continue in school, aid eligibility will be reinstated only after the student has re-established the minimum standards in accordance with the attendance and grading indicated in items 1,2,3&4 of Maintaining Satisfactory Academic Progress shown above. Reinstatement of aid is limited to the period under evaluation. Prior periods in which the student was determined ineligible for aid will not be included in the student’s reinstatement of eligibility. Students making minimum academic progress by the conclusion of the probation period will be removed from probation status and will regain eligibility for Title IV aid.

APPEAL PROCEDURES: The student, who wishes to appeal the non-satisfactory progress status, must submit an Appeals Form (which will be supplied on request) to the Director of the institution. The request is to be presented within ten (10) calendar days of the non-satisfactory progress status determination and must describe any circumstances that the student believes deserve special consideration. Reasons for which a student may appeal a negative progress determination include the death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. The information should include what has changed about the student’s situation, which would allow them to achieve Satisfactory Academic Progress by the next evaluation interval.

The Director shall evaluate the appeal within fifteen (15) business days and notify the student in writing of their decision. The results of an appeal will be maintained in the student’s file.

REINSTATEMENT: A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student; if applicable.

TRANSFER HOURS: Transfer hours from another institution are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

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

INTERRUPTIONS AND WITHDRAWALS: If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to school in the same progress status as prior to the Leave of Absence. Hours elapsed during a Leave of Absence will extend the student's contract period and maximum time frame by the same number of days taken in the Leave of Absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.

COURSE INCOMPLETES, REPETITIONS, AND REMEDIAL NON-CREDIT COURSES: Course incompletes, repetitions and non-credit remedial course are not applicable to this institution's courses of instruction; therefore, these items shall have no effect on the institution's policies.

COURSE OF STUDY: All courses offered by Delta Beauty College are taught in English, Theory classes are conducted in English. Freshman classes are conducted in a separate classroom. Demonstrations from the industry professional are provided in English. Classes in the clinic floor are conducted in English. The institution does not provide English as a second language course. Delta Beauty College utilizes the Milady's Standard Textbook of Cosmetology as its main reference and instructional guide. Prospective students must be able to read and write in English at a High School Level to succeed in the program.

Mission and Educational Objectives

At DELTA BEAUTY COLLEGE, our mission and prime objective is to offer our students the training to assist them to acquire the knowledge and skills necessary to pass the California State Board of Barbering and Cosmetology examinations required for a state license. Our prime vocational objective is to train and produce knowledgeable graduates able to seek and find entry-level employment in the beauty industry. Our successful students should be able to function effectively in one of the many specialty areas such as Hair Stylist, Hair Colorist, Manicurist, Make-up Artist or as a Beauty Salon Operator.

Licensing Requirements

The California Board of Barbering and Cosmetology requires that any person desiring to conduct business as a Cosmetologist or Manicurist must first complete the state required curriculum at an approved school and second pass the state licensing exam. Delta Beauty College programs are designed with two goals in mind. First, to provide students with the state required educational curriculum necessary to qualify to take and pass the license exam and, second, to prepare our graduates to obtain employment in entry level positions in the beauty and wellness industry.

Background Checks:

1. California Board of Barbering and Cosmetology: The application for examination by the Board requires an applicant to disclose background information relating to any conviction or plea of no contest to any violation of any law of the United States, in any state, local jurisdiction or any foreign country in order to determine a student's eligibility to take the licensing exam. Individuals who have been convicted of a crime can still apply to take the examination. The Board will request documents relating to a conviction to be included with the application for examination. These are reviewed and evaluated by the Board on a case-by-case basis.

It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining the required state Board license or any local license.

For more information, about these requirements, an individual should contact the appropriate agency as follows:

Board of Barbering and Cosmetology
P. O. Box 944226
Sacramento, CA 94244-2260
Phone: (800) 952-5210
Fax: (916) 575-7281
www.barbercosmo.ca.gov

CURRICULUM FOR COSMETOLOGY COURSE (1600 Hours) COURSE GOALS:

Requisites to application for California State Board of Cosmetology Licensing Examination; Development of professional skills and attitudes relative to a Cosmetology career; Successful graduates will have the skills and knowledge to pass the State Board and secure entry-level employment as a Cosmetologist.

Curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) clocked hours of technical instruction and practical operations covering all practices constituting the art of cosmetology. Technical instruction means instruction 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.

COSMETOLOGY PERFORMANCE OBJECTIVES

Such technical instruction and practical operations shall include:

1. Acquire knowledge of laws and rules regulating California Cosmetological establishment's 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 relative to practical procedures performed.
4. Acquire business management techniques common to cosmetology.

CLASSES TO BE DEVELOPED

1. Learn the proper use of implements relative to all cosmetology service.
2. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all cosmetology services.
4. Will learn the application of daytime and evening make-up to include the application of false eyelashes.
5. Will learn the proper procedure of manicuring to include water and oil manicure and pedicure.

Rev: 8/2013

- Will learn the application of brush-on nails, nail wraps, and nail tips.

ATTITUDE AND APPRECIATIONS TO BE DEVELOPED

- Be able to appreciate good workmanship common to cosmetology.
- Possess a positive attitude towards public and fellow workers.
- Appreciate honesty and integrity.
- Have improved customer service and interpersonal skills and professionalism in dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE

Shall have completed Theory and Operations required by California Board of Cosmetology with a grade average of “C” or better and passed the State Exam.

Grading scale for the course will be:

Theory grading	Practical grading
90% - 100% A Excellent	4 Points 90 - 100% A Excellent
80% - 89% B Above average	3 Points 80 - 89% B Good
70% - 79% C Average	2 Points 70 - 79% C Average
69% - Below D Unsatisfactory	1 Points 60 - 69% D Below Average
Under 60 – 0 Points –F-Failure	

Satisfactory Academic Progress reviews will be given at 450, 900, 1250 and 1600 hours

Graduation Requirements

When a student has completed the 1600 hours, the required theory hours and practical operations in Cosmetology with a GPA of “C” (70%) or better and the student has paid in full all tuition and fees, he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Bureau examination.

SUBJECT	MINIMUM HOURS OF INSTRUCTIONS	MINIMUM PRACTICAL OPERATIONS
The Cosmetology Act and the Board’s Rules and Regulations	20	
Cosmetology Chemistry (Shall include the chemical composition and the purpose of cosmetic, nail and skin care preparations. Shall also include the elementary chemical make-up, physical, and chemical changes of matter.	20	
Health and Safety/Hazardous Substances	20	

Theory of Electricity in Cosmetology (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	5	
Disinfection and Sanitation	5	9
Bacteriology, / Anatomy, and Physiology	15	
Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling and Comb-Outs)	25	240
Thermal Hair Styling and Blow Drying	20	40
Press & Curl		20
Permanent Waving (Shall include hair analysis, and chemical and heat permanent waving)	20	80
Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	20	25
Haircutting (Shall include hair analysis, and the use of the razor, electric clippers, and thinning shears, for wet and dry cutting.)	20	80
Hair Coloring and Bleaching { Shall include hair analysis predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.)	40	20 Bleach 50 Hair Color
Scalp and Hair Treatments. (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulations, and other hair treatments.)	5	20
Facials		
A. Manual (Shall include cleansing, scientific manipulator, packs, and masks.)	5	9
B. Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes.)	9	15
Chemical/Skin Peels, Masks et.	9	15
Eyebrow Arching and Hair Removal. (Shall include the use of wax, tweezers, electrical or manual depilatories for the removal of superfluous. hair)	9	20

Make-up (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.)	15	9
<p style="text-align: center;">Manicure and Pedicure</p> A Water and Oil Manicure B Complete Pedicure (Shall include nail analysis and foot and ankle massage.) C Artificial Nail A. Liquid and powder Brush-on B. Artificial Nail Tips C. Nail Wraps and Repairs	5 5 25	15 9 50 Nails 50 Nails 20 Nails
Additional Training (May include professional ethics, personal hygiene, good grooming, normal clean-up duties. Training required keeping student records, modeling, desk and reception, and care and styling of wigs.)	Maximum Hours of Additional Training 90	9

Remaining hours for this class will be credited with practical work concerning actual hands-on work.

CURRICULUM FOR MANICURIST COURSE (400) HOURS COURSE GOALS:

Completion of four hundred hours of practical and theoretical training are required to apply for the California State Board of Cosmetology Licensing Exam. You will also develop the professional skills and attitude that we feel will help you to achieve a successful career as an entry level State Licensed Manicurist.

Curriculum for student enrolled in a manicurist and pedicurist course shall consist of Four Hundred (400) hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation. Practical operation means the actual performance by the student of a complete service on an person, or on a mannequin. Such technical instruction and practical operations shall include:

MANICURIST PERFORMANCE OBJECTIVES

1. Acquire knowledge of laws and rules regulating California Cosmological establishment practices.
2. Understand sterilization procedures.
3. Acquire knowledge of general theory relative to manicuring, including anatomy and physiology, Chemistry, and theory relative to practical procedures performed.
4. Acquire business management techniques common to manicurist.

GOALS TO BE ACQUIRED

1. Use of proper implements relative to manicuring, Pedicuring, and artificial nails.
2. Develop the knowledge to recognize the various skin conditions and disorders.
3. Develop the knowledge relating to products used, to include: nail tips, nail wraps, and bush-on nails

ATTITUDE AND APPRECIATION TO BE DEVELOPED

1. Be able to appreciate good workmanship common to manicuring.
2. Possess a positive attitude towards public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE

Shall have satisfactorily completed Theory and Operations required by California Board of Cosmetology with an average grade of “C” or better and passed the State Exam.

Grading scale for the course will be:

Theory grading	Practical grading
90% - 100% A Excellent	4 Points 90 - 100% A Excellent
80% - 89% B Above average	3 Points 80 - 89% B Good
70% - 79% C Average	2 Points 70 - 79% C Average
69% - Below D Unsatisfactory	1 Points 60 - 69% D Below Average
Under 60 – 0 Points –F-Failure	

Satisfactory Academic Progress reviews will be given at 200 and 400 hours

Subject	Minimum Hours Instruction	Minimum Practical Operations
The Cosmetology Act and the Board’s Rules and Regulations	9	
Cosmetology Chemistry related to manicuring practices. (Shall include the chemical composition and purposes of nail care preparations,)	9	
Health and Safety / Hazardous Substances	15	
Disinfection / Sanitation	9	9
Bacteriology, / anatomy, and physiology.	9	
Water and Oil Manicures, including hand and arm massage	15	40
Complete Pedicure, including foot and ankle massage	9	20
Application of Artificial Nails, Liquid and Powder Brush-on, Nail Tips, Nail Wraps and Repairs	15 9 5	80 Nails 60 Nails 40 Nails
Additional Training (May include professional ethics, personal hygiene, good grooming, normal cleanup duties. Training required keeping student records, modeling, desk and reception,	Maximum Hours of Additional Training 25	

Tuition and Fees Policies

Institutional charges for the entire tuition, registration fee, books, and supplies may be assessed and posted in the students tuition account within the first payment period. Please refer to Payment Period definition.

Textbooks Equipment and Supplies

The Milady's Nail Technology and all supplies and equipment required to complete the course will be issued to you. Each student will be issued a complete kit of equipment with a carrying case. The Kit contains the equipment necessary for a successful 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. Due to sanitary reasons, the equipment once issued and accepted by the student, is no longer returnable to the school upon withdrawal from the course of enrollment. The equipment therefore becomes the property and responsibility of the student.

Tuition and Fee Schedule

<u>COURSE</u>	<u>TUITION</u>	<u>REGISTRATION</u>	<u>BOOKS/SUPPLIES</u>	<u>S.T.R.F</u>	<u>TOTAL</u>
Cosmetology	\$4800	\$75.00	\$825	\$3	\$5703
Manicuring	\$825	\$75.00	\$450	\$1	\$1526

* Prices are subject to change-check with the school for the most up to date pricing

Extra Instruction Charges

If a Student reaches the expected graduation date stated on his/her contract and needs additional time to complete hours and/or operations, Delta Beauty College will extend a courtesy period of additional training and will be billed at an hourly rate of \$7.50 per hour.

Re Entry Policy

Students who withdraw in good standing may re-enter into the course of study without the loss of credit for prior hours and operations earned during the prior enrollment. If the student transferred to other institution before returning to Delta Beauty College. Those hours and operations earned at that institution would also be credited to the student for the new re-enrollment. Each re-entry is treated on an individual basis. Delta Beauty College reserves the right to reject students that had withdrawn from Delta Beauty College before.

Method of Payment

Students are expected to contribute from their own family resources toward the student's cost of attendance. All school charges must be paid in full before graduation. Payment plans are available.

BUYERS RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session , or the seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the institution's address . You can do this by mail , hand delivery, or telegram. The written notice of cancellation, if sent by mail it is effective when it is deposited in the mail and properly addressed with prepaid postage, however, receipt of the notice will need to be confirmed by the student and we therefore strongly suggest that delivery be made by a common carrier that can provide you with a proof of delivery.

The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. Your enrollment agreement will include a cancelation form that can be used as the written notice of cancelation if you decide to cancel.

However, you can use any written notice that you may wish .

If the school has given you any returnable equipment , including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment , including books or other materials , in good condition within the 30-day period, the school may deduct its document cost for the equipment from any refund that may be due to you. Once you pay for the equipment , it is yours to keep without further obligation . Beauty supplies and equipment are not returnable items due to sanitary reasons. Therefore, once you have received and accepted any supplies and/or equipment , the cost will be charged to your account .

Details of the refund for cancelation of the enrollment can be found on page 29 of this catalog.

Property Forfeiture

Any property not picked up by the student within two weeks of their withdrawal or graduation date will be considered abandoned property and will be discarded.

Withdrawal and Refunds

You have the right to withdraw from a course of instruction at any time. If you withdraw prior to completion of the Program of study in which you are enrolled, the School determines whether you will be eligible for a refund. Refunds only apply to the tuition paid and only if the students has completed less than sixty percent (60%) of the scheduled course hours. Should the number of scheduled hours during the student’s enrollment exceed sixty percent (60%) of the total hours in the Program, the institution shall have earned and will retain 100 percent of the institutional charges assessed to the student.

The student (and, in the case of a student under legal age, her/his parent or guardian) 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, and prior to completion of 60% of hours scheduled for the course, the school will remit a refund less a registration fee, not to exceed \$75.00, within 45 days following your withdrawal. A refund will be issued if the amount paid to the school is more than the amount earned by the school. The tuition cost is prorated based on the number of course hours completed. To calculate this you would take the hours of instruction which you have remaining in the course, but for which you have paid. Divide the total course hours by the completed hours. This is your percentage of completion. You take this percentage of completion and multiply it by the total tuition for the course to derive the amount earned by the school. Any amount paid towards the tuition over and above this total is refundable to you. Only tuition is used in this calculation; registration fees, amounts paid for the kit and books, and the STRF fees are not part of the tuition. The amount of tuition will be on the enrollment agreement that is completed and signed when you register for the course. A REFUND WILL BE MADE WITHIN 45-DAYS FROM THE FORMAL WITHDRAWAL DATE. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO ARRANGE TO PAY THE BALANCE DUE.

More information or refunds for withdrawals and examples can be found on page 29 of this catalog

In determining the amount, that the student owes for the period of time attended, the time elapsed includes the hours of training offered to the student but not attended by the student, from the first date of classes to the last date of recorded attendance. The student shall be deemed to have withdrawn from the course when any of the following occurs:

A	Date when you notify the financial aid office of your intent to withdrawal;
B	Date when the school terminates your enrollment;
C	Date when you failed to attend classes for a three-week period;

D	Date when you failed to return as scheduled from an approved leave of absence
---	---

If any portion of your cost of attendance was covered by the proceeds of a loan, then the refund will be sent to the lender. The remaining amount of the refund will first be made to the financial aid programs from which benefits were received, in accordance to the order of priority provided in federal regulations. If a course is canceled or the school closes, subsequent to a student’s enrollment, and before instruction in the course has begun, the school shall at its option: (1) provide a full refund of all money paid, (2) Provide for completion of the course at a nearby school.

Student Tuition Recovery Fund:

If you are not a resident of California, you are not eligible for protection under, and not eligible to file for a recovery from the California Student Tuition Recovery Fund. For information on STRF see page 6.

Notice Concerning Transferability of Credits and credentials earned at this Institution:

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

Transcripts

Transcripts of your work completed at Delta Beauty College can be requested in writing at the administration office at the school at 320 H Street in Antioch, CA 94509. These can be made in person or by writing to the school. Please allow four weeks for transcripts to be mailed.

Financial Aid-Consumer Information

The following program is available to prospective High School students:

ROP Regional Occupational Programs (Through the Contra Costa County ROP Office)

Delta Beauty College is a candidate school working towards national accreditation through NACCAS. However we are not currently accredited and do not participate in any Federal Financial Aid Programs or any other program recognized by the United States Department of Education or any other government agency.

Any loans the student receives must be repaid in their entirety, plus interest, less the amount of any refund.

Student Eligibility Requirements

To be eligible for financial aid, a student must:

1. Be accepted by ROP through the County of Contra Costa,
2. Be enrolled or accepted for enrollment in an eligible program on at least a half time basis
3. Be a citizen or an eligible non-citizen, and be making satisfactory progress (as defined by the school’s policy) in the course of study
4. Have signed a statement (Enrollment application) of updated information.

Currently Los Medanos is not offering the cosmetology program through concurrent enrollment. Check back with us or contact Los Medanos directly to find out if they plan the offer the course next semester.

School Rules & Regulations

Time Cards

1. You must only clock yourself in or out, you cannot clock anyone else in or out.
2. If you write over or in any other way deface the print in the in and out of your timecard, you will Not be given any credit for the day.
3. If your timecard is not in your timecard slot at all times, especially when it needs to be audited and sent to your respective program, you will not receive any credit hours for that time period.

Uniforms

Dress Code:

- Solid black pants or skirt
- Closed toe and closed heel shoes
- Black student smock for cosmetology and white smock for manicuring

It is important to present a professional image while attending classes and in the salon, therefore all students must follow the dress code. All clothing must be clean and free of holes. Shorts and skirts must hit below the finger tips. If a student arrives to class not in compliance with the dress code The following procedure will follow.

1st offense written warning

2nd offense you will be given 1 hour from time of clocked in arrival to comply.

3rd offense 1 day suspension

1. You **MUST** be in uniform at **ALL** times when you are clocked in and in the building.
2. Your uniform is a Black or White smock, any type or color shirt, with black pants, and closed toe and heel shoes.
3. Your uniform **MUST** be neat and clean at all times, No tears or holes are allowed in your uniform smock or black pants.
4. You are not allowed to alter your uniform in any way, you cannot cut the arms, neck, bottom off or out. It **MUST** be kept in the original shape as when you purchased it. Your pants must not have any holes, must not be cut off, or be shredded in any way.

Attendance

Our goal is for each student to graduate within contracted time frame. Time cards are audited on a quarterly basis; however, if it is noticed that a student is falling behind, we will then audit time cards. Weekly logged hours and contracted hours are mandatory to fill in on the weekly attendance sheet located at the front desk.

- Students must notify instructors by 10 am of day absent.
- for An absence of more tan 3 days a doctors note must be brought in.
- any absences for more than 3 days a written request for a leave of absence must be turned in.
- Enrollment contracts give enough wiggle room to account for any sick days or vacation time . Any additional time needed there will be fees applicable

We are committed to making sure that all students are clocking in at appropriate times and that all hours are accounted for. It is never acceptable to clock in or out for any other student. Doing so will be grounds for expulsion from the program. Time cards must be left at the school at all times. Student may not sign in times for any reason.

Rev: 8/2013

1. You are required to attend the hours for which you are signed up. Minimum attendance is 20 per week for part-time and 35 hours a week for full-time.
2. ROP students are required to attend school for 20 hours each week of the regular school year and 40 hours during summer and school breaks.
3. SATURDAY'S ARE MANDATORY ATTENDANCE DAY'S unless you have a verifiable excused reason or prior arrangements were set up at the time of your enrollment.
4. All students must clock in and out during lunch. Lunch is for one half hour between the hours of 12:00 am to 1:00 pm only.
5. All students must clock out when leaving the school (Parking lot is not part of the school)

Behavior:

- All complaints and issues are to be taken directly to the owner or instructor. A formal complaint will be written up. A copy will be sent to the ROP office for ROP students.
- We are an equal opportunity establishment which means that neither prejudice nor discrimination, in any form, will be tolerated. Every student deserves a learning environment free of the stresses of unfairness and this extends to all students, teachers and clients.
- All students will be treated with respect and this will be expected of the students. This is of the utmost importance for creating a professional environment that provides a high level of service. Profanity, vulgar language and inappropriate conversations are not acceptable and will not be tolerated on the premises.

Daily responsibilities:

- Each student is responsible for their time cards. All time cards and daily operations must be checked by the instructor.
- Client operations
- All cosmetology students must attend afternoon Theory at 3:30pm Tuesday through Friday.
- Manicuring students must attend morning Theory at 11 am Tuesday through Friday
- Every student is responsible for cleaning their station and all areas used throughout the day.
- There will be assigned daily duties that the student must complete. It is everyone's responsibility to ensure the school remains clean and orderly.

1st offense- written warning

2nd offense- Written warning ,may be sent home

3rd offense-written warning 1-3 day suspension

Floor Operations:

- Students may not refuse services to any client. Know that your teachers will deny services to any client that does not appear fit to work on.
- There will be no personal services on Wednesday through Saturday ,unless pre arranged through instructor and receptionist.
- All clients are to be treated kindly and professionally.
- Only Freshman may take friends and family as clients on Saturday (free of charges).
- Friends and family are welcome for paid services. However, once their service is complete they must leave the floor and wait in the reception area. Services on children under the age of 5 are not

permitted while in the freshman class room.

- Boyfriends, girlfriends and any other friends are not allowed to hang out in the salon or out in the parking lot during school hours.

Expectations of the Students:

We expect all students to put their best foot forward in this first step of their chosen careers. This means that hours must be accounted for, homework turned in, studying done and operations practiced. Students must follow the schools policies and procedures. If you are unclear on any of the processes make sure to ask for clarification from an instructor. Students are expected to arrive on time and in appropriate attire. It is the students' job to apply themselves in order to progress.

Repercussions for Offenses:

1st Offense: Written warning

2nd Offense: Two day suspension.

3rd Offense: Weeks suspension and possible expulsion from the program.

Interruptions, Course Incompletes, Withdrawals:

If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to school in the same progress status as prior to the Leave of Absence. Hours elapsed during a Leave of Absence will extend the student's contract period and maximum time frame by the same number of days taken in the Leave of Absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.

Leave of Absence

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the Program. LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the starting and ending date of the leave of absence. Leaves of Absence may be granted for up to 60 days. Do not request a Leave of Absence unless you absolutely need to be off school for a period of more than 20 days but less than 60 days. Under no circumstances can the school grant more than a single (1) LOA within each 12-month period of enrollment. Students will not be assessed additional tuition charges while on their Leave of absence. Before the start of work projects completed, and will return to the academic progress status they held. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance.

Breaks

1. If you are a full-time student, you have 2 fifteen minute breaks and a half hour lunch per day. If you are a part-time student, you have 1 fifteen minute break per day.

Attitude and Professionalism

1. You are required to accept your appointment's you are NOT allowed to refuse a client or appointment for any reason. If you do not know how to proceed with a service, your Instructors are here to guide and help you. If you have a problem with a client, you must ask an Instructor to speak to you in private and NOT on the clinic floor in front of the client.

2. Arguing with an Instructor, staff member, client or fellow student is prohibited anywhere on the school premises at any time.
3. There is NO gossiping allowed at any time on the school premises. DO NOT report to the office that someone said something about you unless you are prepared to counsel with all parties present for clarity and conclusion.
4. No breaks can be taken on the clinic floor area, you are NOT to gather on the clinic to visit with one another and discuss your personal life. Discussions of that nature are to be limited to the break room only. There is absolutely NO eating and or drinking on the clinic floor (not even snacks).
5. When you are performing a service on your client, only you and your client are to be at your station or working area. You are NOT allowed to talk to other students while working on your client.
6. SMA'S MUST be used on your stations while performing a service on a client.
7. If you smoke, you must only smoke in the designated smoking areas on the back side of the building on "I" Street. You are NOT allowed to smoke or take your breaks on the "H" Street side of the building.

Student Personal Service

Student Personal Services are performed only on Tuesday. You cannot have personal service unless you have earned it, this means you have:

1. Stayed in your uniform at all times.
2. Have had no rule or regulation Infraction.
3. Have taken the initiative to be productive and have applied effort while in attendance.
4. Have gone through the proper procedures with the following:
Received an okay from the receptionist that you and the person performing your service is clear on the appointment book. You have received permission from your floor instructor. If you are getting a chemical, waxing or facial service, It is paid for in advance of receiving your service.
5. You are NOT allowed to perform any type of personal service on yourself, you are NOT allowed to sit at your station and do you hair, makeup or anything else that has to do with personal grooming.
6. Clinic floor students are NOT allowed to work on Freshman students at any time for any reason.

Facilities and Reference Materials

Delta Beauty College is comprised of modern facilities devoted to teaching the science and art of the beauty and wellness industry. Equipped with professional equipment commonly used in the top salons and spas around the country, each campus is carefully designed and furnished to simulate a salon and spa atmosphere providing our students with a real-life training environment. Our campuses include classrooms and practical training areas (see Faculty & Staff insert for more detail). Reference books on topics related to the beauty and wellness industry as well as current periodicals (Modern Salon, Beauty Link, Nail Pro, etc.) and other reference texts are available for student use. Video's are available for review as well as the following reference manuals: Milady's Standard Cosmetology 2012 Theory Workbook / Milady's Standard Cosmetology 2012 Exam Review / Milady's Standard Cosmetology 2012 Textbook. Students may access this material by checking it out from campus staff and/or making arrangements to view the information.

The school does not have a Library.

THERE ARE NO EXCEPTIONS TO THESE RULES UNLESS YOU HAVE PUT YOUR REQUEST IN WRITING AND IT HAS BEEN AUTHORIZED BY THE OFFICE.

DELTA BEAUTY COLLEGE DOES NOT SUPPLY ANY PRODUCT FOR PERSONAL WORK UNLESS IT HAS BEEN PAID FOR. (you may speak to the receptionist for student prices.)

Miscellaneous:

1. All student work, personal and or on a client, must stop at 4:15 pm. There are NO exceptions.
2. Your station must be kept clean at all times, this includes mirrors, chairs (from top to bottom of base), dresserettes and the floor in a 6 foot radius around your station.
3. You MUST sign in you arrive and it MUST be in your own handwriting. You MUST also indicate when you are taking a break or your lunch.
4. You are NOT allowed to bring your children to school when you are clocked in, Your child may come in for services but must leave when the service has been completed. You may not have your child in the school waiting for someone to pick them up.

Theft:

IF YOU ARE CAUGHT STEALING YOU WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW. YOU WILL BE DROPPED FROM THE PROGRAM, THE BOARD OF BARBERING AND COSMETOLOGY WILL BE NOTIFIED AS WELL AS YOUR PARENT PROGRAM.

Disciplinary actions:

1. One your first infraction of a rule, you will be written up.
2. On your second infraction, you will be written up receive a two day suspension commencing immediately at which point you MUST leave the premises. If you have to wait for a ride, you must wait off the premises.
3. On your third infraction, you will be suspended for one week and can possibly be followed by expulsion from the program.

Addendums

Addendums can be added to the rules as needed, you will be given a written copy of any changes and/or additions.

Graduation

A note about graduation and becoming a licensed productive person within your field of study:

1. You may have completed your course hours but you also must have the following:
 - A. A grade of "C" or better.
 - B. Completed all of your theory hours.
 - C. Completed all of your practical operations
 - D. completed all of your Course hours.
2. You may not have credit for any theory hours or operation credits unless you have had them signed off by an instructor. It is YOUR responsibility to have your credits signed off on a daily basis.

FAILURE TO OBSERVE THE ABOVE RULES AND REGULATIONS MAY SUBJECT THE STUDENT TO TERMINATION FROM SCHOOL.

3. A Diploma (Certificate of Completion) will be issued and Proof of Training will be sent in to the BPPE when all of the following have been met:
 - a. The student has completed all of the required operations.

- b. Confirmation of the required course hours have been met after an audit of the students time cards. At this time a student may contest, in writing, any disagreement with the audited hours. A student will need to provide their copy of any missing time sheets in order to have them reviewed. In order to be considered, the time sheets must be signed or initialed by an instructor.
- c. The student must be in good financial standing with the school. All outstanding dues for tuition and fees must be satisfied.

Students rights and Responsibilities

The student has the right to ask the school:

1. The name of its approval and licensing organizations.
2. About its programs, and other physical facilities, and its faculty.
3. What the cost of attending is and the other physical facilities, and its faculty.
4. What financial assistance is available, including information on all federal, state, local, private and institutional financial aid programs.
5. How the school determines whether you are making satisfactory progress and what happens if you are not.
6. What special facilities and services are available to the handicapped.

It's the student's responsibility to:

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

If the student obtains a loan to pay for the program the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student receives any federal financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Currently the school does not accept, nor can it receive, federal or any other type of financial aid.

Student Withdrawal and Refund Policies

Non-Acceptance: An applicant not accepted by Delta Beauty College shall be entitled to a refund of all monies paid.

Student's Right To Cancel: The student (and, in the case of a student under legal age, her/his parent or guardian) has the right to cancel the Enrollment Agreement and obtain a refund of charges paid until midnight of the fifth business day following the student's first actual day of class attendance. A business day means a day in which the student is scheduled to attend a class session. The School shall refund any amount paid by the student within 45 days after it receives the notice of cancellation. Notice of cancellation may be given by mail, hand delivery, or fax. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that the student no longer wishes to be bound by the Agreement. Further, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Books And Supplies: The words "Books and Supplies" in the Agreement includes textbooks, supplies, materials, tools, electrical appliances and devices, or other goods issued to Student under this agreement for the student's participation in her/his Program of study. The student agrees that she/he must return to School any unopened/unused Books and Supplies within 30 days following the date of the student's notice of cancellation to School in order to receive credit on the student's account for the returned Books and Supplies. If the student fails to return the Books and Supplies within this 30 day period, the School may charge the student for the Books and Supplies and, if applicable, deduct it from any refund due to the student. The School shall refund any amount exceeding the charges for the Books and Supplies within 45 days after the period within which the student is required to return the Books and Supplies. The student agrees that any used or opened Books and Supplies, may not be returned for credit under any circumstances.

Student Withdrawal, Refund Policy, and Hypothetical Refund Example: The student has the right to withdraw from a Program of study at any time and pay only for tuition reflective of the amount of time the student was enrolled, in addition to registration fees, non-returned Books and Supplies fees, and other institutional charges. The student may withdraw by the student's written notice to Delta Beauty College or by Student's conduct, including, but not limited to, the student's lack of attendance. If the student withdraws prior to completion of the Program of study in which she/he is enrolled the School determines whether the student is eligible for a refund of monies paid based on a pro-rata calculation formula (see example below) up until the student has been enrolled for sixty percent (60%) of the scheduled hours of the Program. Should the number of scheduled hours during the student's enrollment in the Program exceed sixty percent (60%) of the total hours in the Program, the institution shall have earned and will retain 100 percent of the institutional charges assessed to the student, as explained on page one of the Enrollment Agreement. If the student withdraws from her/his Program of study after the deadline for the student's right to cancel the Agreement has passed and the student is entitled to a refund per the pro rata calculation mentioned above, the School will issue such refund to the student, less a registration fee not to exceed \$100.00, within forty-five (45) days following the student's withdrawal.

A hypothetical refund example according to the state pro rata policy is provided to the student as follows: Assume a student, upon enrollment in their program pays the entire tuition cost and then completes only 25% of the program hours (400 hours in a 1,600 hour cosmetology program; or 100 hours completed in a 400 hour manicuring program). The costs of the program and the refund would be as follows:

	<u>Cosmetology</u>	<u>Manicuring</u>
Total Paid:	\$5700	\$1525
Registration	\$75 (non refundable)	\$75 (non refundable)
Unreturned Kit, books and supplies	\$825	\$425
Equals amount paid for instruction	\$4800	\$1000
Hours in program	1,600	400
Hourly rate	\$3/hour	2.50/hour
Hours completed	<u>400</u>	<u>100</u>
Total Tuition Cost	<u>\$1200</u>	<u>\$250</u>
Refund to Student	\$3600	\$750

In the event the student receives a refund check and subsequently misplaces the refund check or otherwise

requires a reissued refund check, School will reissue the refund check, less a \$50 reissue fee to cover the costs of processing a new check and canceling the initial check.

Termination of Enrollment: The student's enrollment will be terminated by the School when:

- The student notifies the School of her/his withdrawal.
- The student fails an academic probation or violates the School's rules and policies.
- The student is absent for fourteen (14) consecutive calendar days. The fourteenth (14th) day then constitutes the date of withdrawal.
- The student fails to return from an approved leave of absence on the scheduled date of return. The scheduled date of return constitutes the formal date of withdrawal except in the event the student notifies the institution that the student will not be returning, in which case that date shall be the formal date of withdrawal.

NOTE: The time elapsed between the last day of physical attendance and the termination date and any approved leaves of absence will not be included in the refund computation.

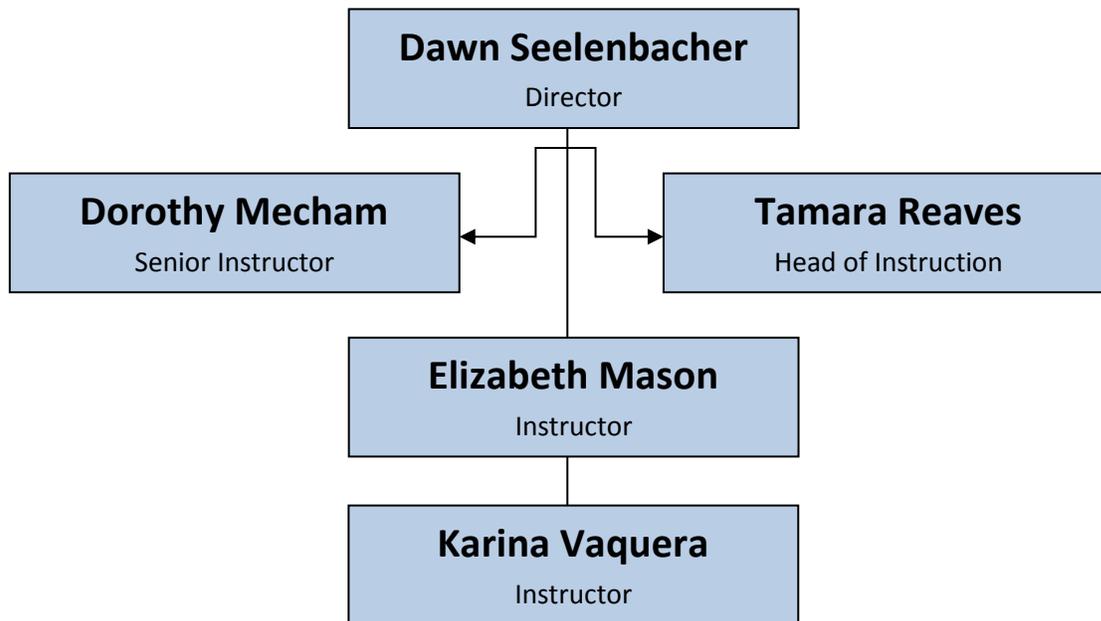
Application of Refund: The student agrees that if any portion of the cost of her/his attendance was covered by the proceeds of a federal loan, then a refund will be sent to the lender. Any remaining amount of a refund will first be made to the financial aid programs from which benefits were received, according to the order of priority provided in federal regulations. Any amount remaining shall be paid to the student.

Student Loans: If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Student Housing Not Offered:

There is no student housing offered by the school and the school does not offer services to students or prospective students with regard to housing nor do we have any responsibility in providing or assistance to find housing for current or potential students.

ORGANIZATIONAL CHART



STAFF QUALIFICATIONS:

DAWN SEELENBACHER Dawn has been an instructor in the apprentice program at DiPietro Todd in San Francisco for six years and has been an instructor at Delta Beauty College since 2011. She is a credentialed in vocational education. She has been in the beauty industry all her life. She grew up in her mother's salon. Following High School she enrolled directly into a manicuring program and upon completion worked as a manicurist for six years before going back to cosmetology school. After getting her license she joined the apprentice program at DiPietro Todd Salon in San Francisco. Throughout her education and training there she has worked in the San Francisco, Palo Alto, Mill Valley and most recently in the Walnut Creek location, building a loyal following throughout her time at each location.

DOROTHY MECHAM Dorothy has been an instructor at Delta Beauty College for over twenty years and has been in the beauty industry for thirty-five years. Dorothy holds a Cosmetology license and is working towards a teaching credential in Adult and Vocational Education. Dorothy teaches manicuring and cosmetology.

TAMARA REAVES is the newest member of our teaching staff and brings a discipline that enhances the learning objectives of this institution. Tamara has been teaching for over six years at cosmetology schools in the area and is working towards a credential in Adult and Vocational Education. Tamara is both a manicuring and cosmetology instructor.

ELIZABETH MASON is a part-time and substitute instructor for cosmetology and manicuring. Ms. Mason has been teaching cosmetology for over seven years and has been with Delta Beauty College for the past three years. Ms. Mason brings a great deal of experience from both the salon and teaching fields.

KARINA VAQUERA is an instructor and the assistant to the Director. She has just started teaching at Delta Beauty College and has been on the staff since 2012.