



INSTITUTE
OF COSMETOLOGY

4330 CLAYTON RD. SUITE E, CONCORD CA 94521

W Institute of Cosmetology

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MISSION STATEMENT

W Institute of Cosmetology is dedicated to providing high quality professional education delivered with passion and technical excellence. Our goal is to prepare students to pass the state board license examination and provide them with the knowledge and skills required to secure employment and enjoy a successful career in the Salon & Spa Industry. With support and encouragement of our staff and students personal and professional growth we enable them to provide service that exceeds salon guests' expectations.

SCHOOL INFORMATION

Any questions a student may have regarding this catalog that have not been satisfactorily answered by W Institute of Cosmetology, may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818 West Sacramento, CA 95798, (888) 370-7589 or www.bppe.ca.gov.

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

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

ACCREDITATION AND APPROVALS

W Institute of Cosmetology is Accredited by NACCAS and approved by the following agencies :

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES (NACCAS)
4401 Ford Ave., Suite 1300
Alexandria, Virginia, 22302
Telephone: (703) 600-7600
Fax: (703) 379-2200
Website: www.naccas.org

US DEPARTMENT OF EDUCATION | Federal student Aid
Program Compliance | San Francisco Seattle School participation Division
50 Beale Suite 9800 | San Francisco, CA 94105 -1863
(415)486-5367 Office | (415) 486-5676 fax

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833
Phone: (916) 431-6959
Web site: www.bppe.ca.gov

California Board of Barbering and Cosmetology (DCA)
1625 Market Blvd., Suite N 112,

Updated 6/24/13

Sacramento, CA 95834
 (916) 574-7570
 Web site: www.dca.ca.gov

Veterans Affairs
 1111 Howe Ave #390
 Sacramento, CA 95825-8543
 (916) 556-7430
 Website: www.va.gov

Career School Association (CCA);
 Vocational Rehabilitation;
 CAPPS;
 ETPL ((WORKFORCE /PRIVATE INDUSTRY COUNCIL)) and
 American Association of cosmetology Schools (AACCS)

ALL CLASSES WILL BE HELD AT 520 San Ramon Valley Blvd. Danville Ca.

APPROVAL DISCLOSURE STATEMENT

The following programs are offered by W Institute of Cosmetology and approved by BPPE:

- | | |
|---------------|------------|
| ➤ Cosmetology | 1600 Hours |
| ➤ Esthetician | 600 Hours |

W Institute of Cosmetology is not a public institution. The following State Boards, Bureaus, Departments, and Agencies set minimum standards for programs of study in accordance with the Education Code §94316.12.

California Department of Consumer Affairs Requires completion of the state course requirements at minimum and after completion of hours and curriculum you must take and pass the state exam with 70% minimum to receive your state license.

Instruction is in residence with occupancy level accommodating 60 students at a time using oscillating schedule times. The Department of Consumer Affairs requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate to verify completion.

Disclosure Please Read:

The Board of Barbering and Cosmetology Requires: Any applicant with any criminal offense to disclose the convictions of the nature of the offense; felony, or misdemeanor (other than a minor traffic violation or outstanding traffic/parking tickets). This is done through filling out the required Disclosure statement from the State of California.

POLICY & PROGRAM CHANGES

W Institute of Cosmetology reserves the right to make changes to any portion of this catalog including amount of tuition, academic programs and courses, school policies and procedures, faculty and administrative staff, calendar and other dates and other provisions of any sort. The school also reserves the right to make changes to instructional materials, to modify curriculum and when curriculum permit to combine classes to provide meaningful instruction and training and contribute to the level of interaction among students.

Updated 6/24/13

STAFF/FACULTY

Rashelle Kaddura	President/OWNER
Wassim Kaddura	Vice President/OWNER
Ian Campos	Director of Education
Mary Alice Tillisch	Instructor
Cori McLaughlin	Instructor
Elena Reeder	Student Salon Manager
Zaynn Kaddura	Inventory Manager

SUBSTITUTE INSTRUCTOR LIST

Rashelle Kaddura	Licensed Cosmetologist
Wassim Kaddura	Licensed Cosmetologist
Lyn Terranova	Licensed Cosmetologist
Elizabeth Goldsby	Licensed Esthetician
Mandi Collins	Licensed Cosmetologist/Esthetician

STAFF ADMINISTRATION

Rashelle Kaddura	Director of Operations
Jennifer Lopez	Financial Aid Officer.
Beth Siani	Admissions Executive
Andrew Steel	Administrative Assistant

CAREER OPPORTUNITIES

The curriculum is designed to offer training for entry-level positions in the Salon & Spa profession.

ASSOCIATE STYLIST	PLATFORM ARTIST	SALON OWNER/MANAGER
HAIR STYLIST	FASHION WEEK PARTICIPANT	SPA OWNER
COLORIST	EDITORIAL PHOTO SHOOTS	INDUSTRY PRODUCT REPRESENTATIVE
MAKE-UP ARTIST	RUNWAY SHOWS	MEDI SPA
SKIN CARE SPECIALIST	BRIDES/WEDDINGS	SCHOOL OWNER

PHYSICAL DEMANDS & SAFETY PRECAUTIONS

Prospective students are advised that students and graduates can expect to be on their feet a substantial amount of time. They will also be expected to develop good hand eye coordination and dexterity. They must also exercise proper posture at all times in order to prolong their ability to remain in the profession. Students and graduates must at all times exercise safe practices such as wearing gloves while handling chemicals, wearing breathing masks when exposed to fumes and constantly wear closed toe shoes to prevent injury

STUDENT SERVICES

W Institute of Cosmetology's Career Services is a vital part of the educational program. Although securing of positions cannot be guaranteed and is not guaranteed. The purpose of career services is to actively assist students in obtaining desirable employment.

Career Services assists students and graduate in a range of career planning and advising to include:

1. Assist graduates in obtaining employment in various possible options in the salon and spa industry field.
2. Coach on interviewing skills and follow-up
3. Provide career search skills to graduates to better enable them to network and research potential employers.
4. Maintain a network of successful salons in the area that continually search for new employees for their assistant/associate programs.
5. Listen to employers and their input regarding the necessary skills and aptitudes needed for our students to become successful.

You may reserve an appointment with the owner to meet one on one for coaching or concerns, or you may contact the owner at any time by email wkaddura@comcast.net.

ENROLLMENT AND CLASS START SCHEDULE

W INSTITUTE OF COSMETOLOGY reserves the right to change entrance dates and class schedules within the limitations of our facility.

START DATES FOR ALL PROGRAMS:

11-27-2012	01-29-2013	02-19-2013	03-19-2013	04-29-2013
05-27-13	07-30-2013	08-27-2013	09-24-2013	10-23-2013
11-27-2013	12-15-2013	01-21-2014		

HOLIDAYS & SCHOOL CLOSURE POLICY

HOLIDAYS OBSERVED:

W INSTITUTE OF COSMETOLOGY is closed on the following holidays;

Labor Day		Thanksgiving
Independence Memorial	Day Christmas Eve	New Year's Day
	Day Christmas Day.	

The W INSTITUTE OF COSMETOLOGY may declare additional days of closure for emergency or special reasons. Holy days of all religious beliefs are observed and respected.

STUDENT SCHEDULES

W INSTITUTE OF COSMETOLOGY has set out a complete description of the education provided. The Enrollment Agreement outlines the expectations the student must adhere to.

The following schedules are now available:

COSMETOLOGY FULL TIME SCHEDULE:

9:00 a.m. – 5:00 p.m. Tuesday - Saturday
35 hours per week

COSMETOLOGY Part time SCHEDULE

9:00 a.m. – 2:30 p.m. Tuesday - Saturday
27.5 Hours per week

ESTHETICIAN FULL TIME SCHEDULE:

9:00 a.m. to 5:00 p.m. Tuesday - Saturday.

Updated 6/24/13

35 Hours per week

ESTHETICIAN Part time SCHEDULE

9:00 a.m. – 2:30 p.m. Tuesday – Saturday

27.5 Hours per week

ADMISSION POLICY & PROCEDURE

Listed below are the specific requirements and procedures established at W Institute of Cosmetology:

- All applicants must be a minimum of 17 years of age and provide proof of age such as driver license or birth certificate.
- All applicants must complete and sign an enrollment agreement, (any student under the age of 18 must have a parent or legal guardian sign the enrollment agreement).
- A High SCHOOL Diploma, or GED or equivalent certificate, or Official transcripts with an authorized officials signature from the High school you completed proving completion of high school requirements.
- All students are required to engage in a personal interview with an admissions representative.
- All applicants are required to take a campus tour of W Institute of Cosmetology prior to enrollment.
- All applicants are required to pay a non-refundable \$100 registration fee upon enrollment.

“Students must agree to abide by W INSTITUTE OF COSMETOLOGY rules, policies, and procedures in effect, and, or that may become effective during the enrollment period!”

Please note the Pre-Application for Licensing in the State of California requires each student to disclose any prior convictions of a criminal offense, felony, or misdemeanor (other than a minor traffic violation or outstanding traffic/parking tickets). Please speak with the Owner if you have any prior convictions.

LEAVE OF ABSENCE (LOA) POLICY

Students who temporarily withdraw from a program on a leave of absence (LOA) at W INSTITUTE OF COSMETOLOGY will be evaluated prior to re-entering the program.

Students may request a leave of absence not to exceed 180 days within a twelve-month period. Primarily the LOA must be for Jury duty, Military duty, or medical reasons for the student or an immediate family member (an immediate family member is the student's parent, sibling, spouse, or child).

YOUR REQUEST MUST:

- be in writing (use LOA form) obtained from office
- have beginning and ending dates
- state the reason for the leave
- must be made in advance whenever possible

Please note the following stipulations:

- No LOA will include previously missed days unless the student or immediate family member is hospitalized.
- The LOA will not reduce the program completion requirements.
- The LOA will not be considered in determining the amount of elapsed time for refund calculations or maximum period.
- Medical, Military, or Jury Duty leaves do not have to be 180 consecutive days, but may be granted at different intervals within the 12-month period.

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- No LOA will be granted if there is not a reasonable expectation that the student will return.
- A student, who is not meeting satisfactory progress standards when the leave begins, will remain in unsatisfactory status upon returning for the remaining portion of the probationary period.
- A student who does not return from the leave will be terminated.

Documented extenuating circumstances may be presented to the Owner in writing. The Owner will determine if the extenuating circumstance is an acceptable reason for an LOA. However, the LOA must be longer than 14 consecutive SCHOOL days.

BOOKS/EQUIPMENT:

An inspection of books and equipment will be made to determine content and publishing date of books. It will be the student's responsibility to replace all missing items or any updates to books or kits due to curriculum changes.

TUITION:

Students returning to W INSTITUTE OF COSMETOLOGY with accumulated hours less than 15% of the course length and [within 90] days of the date of withdrawal will receive credit on tuition for the amount previously charged.

Students returning to W INSTITUTE OF COSMETOLOGY [after 90]days and/or hours accumulated in excess of 15% of the course will be reviewed and treated on an individual base. The charges will be the current hourly rate being charged at that time for each course. Any unpaid balance must be paid in full prior to completing the program.

TRANSFER POLICY

W INSTITUTE OF COSMETOLOGY will accept up to 200 transfer hours effective 04-21-2013.

FILE RETENTION AND ACCESS TO FILES

Beginning January 2010 W INSTITUTE OF COSMETOLOGY maintains student records for Six years. Three years on site the remaining three years will be archived thereafter they will be destroyed. W INSTITUTE OF COSMETOLOGY guarantees the right of students to gain access their files.

W INSTITUTE OF COSMETOLOGY does not release student information to anyone other than the enrolled student, unless the student is a dependent minor in which case the parent or legal guardian will have access to the student files.

If a student would like to have a parent to have access to their student information, the student must fill out and sign a release of information form every time the student requests the information be released.

FERPA

FERPA gives students access to their education records, an opportunity to seek to have the records amended, and some control over the disclosure of information from the records. With several exceptions, schools must have a student's consent prior to the disclosure of education records *after that student is 18 years old*. The law only applies to educational agencies and institutions that receive funding under a program administered by the [U.S. Department of Education](#).

Examples of situations affected by FERPA include school employees divulging information to anyone other than the student about the student's grades or behavior, and school work posted on a bulletin board with a grade. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

RE-ENROLLMENT

If a student has been dropped for any reason and is approved to re-enroll, the student will be charged a \$100.00 application fee and a \$150.00 Administrative fee. The student will be charged for their remaining hours at the current tuition rate.

COSMETOLOGY: TUITION & CURRICULUM

COSMETOLOGY COURSE:	1600 CLOCK HOURS
PROGRAM LENGTH:	44 Weeks(35) Hour Per Week 80 WEEKS (20) Hour Per Week
PROGRAM COST:	
TUITION	\$14,000.00
BOOKS AND EQUIPMENT	\$3,300.00
NUTS AND BOLTS	\$550.00
SASSOON	\$650.00
MATERIALS FEE	\$150.00
IPAD	\$499.00
STATE TAX 8.75% Non-Refundable	\$437.41
APPLICATION FEE Non-Refundable	\$100.00
ADMINISTRATIVE FEE Non-Refundable	\$150.00
STRFF Non-Refundable	\$95.00
TOTAL COST	\$19,931.41

**PRICES ARE SUBJECT TO CHANGE BUT WILL NOT AFFECT
CURRENTLY ENROLLED STUDENTS.**

(SEE ENROLLMENT AGREEMENT FOR ACTUAL AMOUNTS).

The curriculum for students enrolled in a Cosmetology course consists of 1600 hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

THE CHART BELOW SHOWS THE CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS CURRICULM REQUIREMENTS FOR THE COSMETOLOGY COURSE.

SUBJECT	Minimum Hours of Technical Instruction	Minimum Practical Operations
The Barbering & Cosmetology Act/State Board's Rules & Regulations	20	0
Cosmetology Chemistry	10	0
Health & Safety	45	0
Disinfection & Sanitation	20	20
Anatomy & Physiology	15	0
Hair Styling	65	240
Permanent Waving & Chemical Straightening	40	105
Haircutting	20	80
Hair Coloring & Bleaching	60	50

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SUBJECT	Minimum Hours of Technical Instruction	Minimum Practical Operations
Scalp & Hair Treatments	5	20`
Facial	25	40
Eyebrow Beautification & Makeup	25	30
Manicure & Pedicure	10	25
Artificial Nails & Wraps	25	120 Nails
Additional Training	100	385
TOTAL	485	1115

In addition to the required subject stated above, W Institute of Cosmetology includes training in the areas of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, building a clientele, resume and interviewing skills.

COSMETOLOGY COURSE DESCRIPTION

1600 HOURS - COSMETOLOGY COURSE:

All Courses Are Taught In English.

EDUCATIONAL OBJECTIVES AND GOALS (CIP# 120401):

1. To train students in basic cosmetology skills, successfully pass the State Board of Licensing Exam, and prepare them for a successful career as hairstylists, salon managers, hair colorists, salon owners, product demonstrators, and after working three years in the profession, instructors.
2. To enhance our profession with skilled individuals ready to use the education received while training in school.
3. To develop good work habits to ensure a successful career.
4. To promote a professional attitude for cosmetologists.

1150 HOURS PRE-APPLICATION REQUIREMENTS:

All Cosmetology students are encouraged to Pre- apply for their state exam at 1200 hours.

W Institute of Cosmetology will for pay for your initial exam fees to the Department of Consumer Affairs. The pre-application fee is \$9.00 and the application fee for the Exam is \$125.00.

PRE-APPLICATION PROCEDURE:

1. Complete one pre-app exam with a minimum passing rate of 80%,
2. You must have 75% of your workbook completed,
3. A GPA of 75% or better and
4. A minimum attendance record of 80%.
5. Make an appointment with the admissions for your application at 1150 hours.

GRADUATION REQUIREMENTS:

FINAL EVALUATION:

- A. Prior to Completion at (1150) the instructor will assure the student's graduation requirements have been met, by using the rubrics check off list and will schedule the student's Final Pre-State Board Exam training.
- B. Final Evaluation (1500) the student will hand in their Resume & job seeking assignments.
- C. Exit interview and graduation survey.

All cosmetology students are required to complete 1600 hours of instruction and all operations are required by the State of California and must be completed with a GPA OF 75% before you will be awarded a Certificate of Completion, certifying your graduation.

Reminder:

All tuition and fees must be paid to [W Institute of Cosmetology](#) in full before receiving your proof of training **unless other arrangements have been approved.**

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COSMETOLOGY COURSE OUTLINE

COURSE FORMAT:

The Cosmetology Course is divided into four (4) parts:

THEORY AND LECTURE:

This is the presentation of the theory, which builds the foundation that plays an important role in the underlying success of the Cosmetologist. A thorough understanding of all aspects of cosmetology helps develop the practical application that technicians must master before the completion of the course.

DEMONSTRATION:

This is the presentation of the procedures performed in the professional hair care industry. Students will be exposed to basic textbook applications of procedures through the instructor's demonstrations. Students will receive training from various manufacturers for products and services that directly relate to the cosmetology curriculum. Demonstrations are enhanced by audio-visual materials. Audio-visual materials consist of industry related videos and detailed illustrated handouts. They will be expected to utilize the videos and illustrations when they begin the practical aspect of the course.

PRACTICAL:

Students will perform procedures on each other enabling them to develop techniques and speed. Students will be expected to complete practical worksheet assignments for grading purposes. These practical class simulations will provide them with the confidence needed to complete the Professional Clinic Training portion of their training.

PROFESSIONAL CLINIC TRAINING:

Students will experience an actual salon environment daily by working on guests, which will put demands on them (much of the same demands they will face in the future). This will develop their techniques and applications as well as the professional communication skills guests expect. They will benefit greatly by this environment and be able to enter the professional industry proficient at applications and with the discipline necessary to compete with veteran technicians.

TEXTBOOKS:

- A. Milady E-Book
- B. Milady Workbook

REFERENCES:

- A. Creative Color, 2ND Edition
- B. The Professional Cosmetologist
- C. Tapes by Redken, Milady, CVS, KMS, Matrix, etc.
- D. Salon Fundamentals Pivot Point

- E. Salon Management by Milady
- F. 28 Styles for Student Practices
- G. Dictionary of Cosmetology
- H. Retailing in the Hairstyling World
- I. Science and Beauty IV
- J. Beauty Culture Theory and Practical
- K. Professional Guide to Skin Care
- L. Beyond Hair, the Ultimate Makeover Book Milady's Standard Text Book 2009;
- M. Milady's Standard Theory Workbook 2009;
- N. Milady's Standard State Exam Review Book for Cosmetology, 2009;

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- O. Milady's Standard Practical Workbook 2009 AND
- P. Milady's CD State Test Review.
- Q. Redken Science and Beauty II.
- R. Salon Solutions

GRADING:

- A. Achievements are evaluated by means of Quantitative written and Qualitative practical exams. The exams are based on the theory and practice of cosmetology.
- B. Written tests require demonstrations of competency for the required comprehension and knowledge of:
 - 1. Theory
 - 2. Principals
 - 3. Practice of Cosmetology
- C. 75% cumulative grade point average is required to meet minimum satisfactory progress requirements.
- D. Students are monitored daily during class and/or clinic sessions for progress.

PROGRESS REPORTS:

- A. Progress reports are issued to students on a monthly basis and include progress in clinic, theory, practical, and accumulated hours.

EVALUATION:

- A. Students are monitored with progress reports monthly to assist in keeping students on track. If the students are not meeting satisfactory progress requirements, then they must retake tests
- B. Evaluations are performed satisfactory progress at 425; 775 and 1175 and clock hours.
- C. FA SAP Evaluations for eligibility of financial aid are at 0- 450; 451- 900; 901-1200 and 1201-1600.
- C. Prior to Completion at (1150) the instructor will assure the student's graduation requirements have been met, by using the rubrics check off list and will schedule the student's mock state board exam training.
- D. Final Evaluation (1500) the student will hand in their job seeking assignments, the interview analysis forms.
- E. Exit interviews and graduation survey.

TOPICS:

SUBJECT	OBJECTIVE	RELATED MATERIAL	LEVEL OF ACCEPTABILITY
Barbering & Cosmetology Act and the State Board's Rules & Regulations/Salon Management, Business Techniques, Communication, Human Relations, Professional Development, Career Development	Familiarization with laws relating to practice as an applicable student and licensed cosmetologist. Interaction with the public, skills in public relations, techniques of selling, and professional services recommendations, and basic salon management techniques.	Definitions, classifications, registrations, exam fees, reciprocity, and sanitary regulations; Board: powers, duties, appointments, terms and compensation. Personal hygiene, grooming, poise, personality development; professional: ethics, laws, insurance, payroll deductions, salon opening and layout, salesmanship and advertisement, business operation and personnel management, business records and supplies, first aid, booking appointments and patron reception, employment application and resume and obtaining employment.	80% Minimum Score on Written Exam.

SUBJECT	OBJECTIVE	RELATED MATERIAL	LEVEL OF ACCEPTABILITY
Additional Hours	Beginning at 1400 hours, students will enter the 200-hour employment preparedness part of their program.	This portion of the program will include training both on and off campus. The training will include job interviews, hair shows and classes, weekly state board practical training, professional ethics, personal hygiene, good grooming, salesmanship, normal clean-up duties, guest recordkeeping, desk and reception assistance, and lab/product experience.	80% Minimum Score on Written and Practical Exams. 100% participation.
Cosmetic Chemistry	Familiarization with basic structure and purpose of cosmetic nail, hair and skin care preparations and terminology used. Provide elementary knowledge on chemical makeup, peels, and the physical and chemical changes of matter.	Elements, compounds, mixtures, acids, base salts, pH scale, and water chemistry, application of cosmetics.	80% Minimum Score on Written Exam.
Theory Of Electricity In Cosmetology	Students will understand the basic principles of electrical current, operating electrical devices, and various safety precautions used when operating electrical equipment.	Students will garner much information from the theory class, demonstration of the proper use of equipment, and practicing safety precautions	80% Minimum Score on Written Exam.
Disinfection, Sanitation	Learn necessary sanitary conditions for practice of cosmetology and the prevention of infectious and contagious diseases.	Sanitary, sterilization, and disinfectant rules and methods, bacteriology, wet and dry sanitizing, chemical agents used, and safety precautions.	80% Minimum Score on Written Exam, 80% Minimum Score on a Minimum of 10 Practical Applications.
Bacteriology, Anatomy, Physiology	Mastering the structure and science of functions of the human body and all of its systems.	Systems: skeletal, muscular, nervous, circulatory, digestive, endocrine, excretory, and respiratory structure, cells, tissues, and organs.	80% Minimum Score on Written Exam.
Wet Hair Styling	Mastering procedural steps to cleansing and conditioning. Familiarization with equipment and practicing wet hairstyling. Learning how to comb out hair into styles specified by the patron.	Preparation, shampoo and rinse types, litmus paper, models, procedures, chemistry of shampoos, safety precautions, brushing techniques, and manipulations. Guide Points, type of curls, type of rollers, shaping, type and methods of waving, parts and equipment. Basic, ruffled, and locked-in comb-outs, lifting and rolling the brush, back brushing, backcombing for large and small head looks. Safety Precautions and Sanitation.	80% Minimum Score on Written Exam. 80% Minimum Score on all Practical Applications
Thermal Hair Styling	Mastering procedural uses of equipment, styling with thermal heating equipment, analyzing hair, product knowledge	Working with various products, hot combs, curling irons (stove and electric), ceramic irons, flat irons, blow dryers, safety precautions with use of equipment.	80% Minimum Score on Written Exam. 80% Minimum Score on a minimum of 40 thermal styles and 20 Press/Curl Practical Applications.
Permanent Waving	Proficiency with waving lotions and performing permanents. Familiarity with chemical relaxing process, curls, and products used.	Introduction, scalp and hair analysis, blocking and wave formations, curling rods, chemicals, rolling and testing curls, application of lotion, processing and neutralization, procedures, safety precautions, and special problems.	80% Minimum Score on Written Exam. Use of proper safety precautions, and proper steps to complete and permanent wave in 2 hours or less and application of relaxer in 20 minutes. 80% Minimum Score on Practical Applications.
Chemical Straightening	Proficiency with hair analysis, the use	Students will learn to work with different	80% Minimum Score on

SUBJECT	OBJECTIVE	RELATED MATERIAL	LEVEL OF ACCEPTABILITY
	of chemicals, and production knowledge.	products and hair types to get the desired effect in straightening hair including sodium hydroxide and other base solutions. Students will analyze hair prior to chemical use. Safety Precautions and Sanitation	Written Exam. 80% Minimum Score on 25 Practical Applications.
Haircutting	Demonstrated use of proper implements for hair shaping and cutting. Correctly shape and cut hair using scissors and/or razor.	Implements, definitions, methods of tapering, cutting, shaping, and shingling, haircut types and procedures, and safety precautions.	80% Minimum Score on Written Exam. Use of proper techniques and safety precautions to cut hair in 20-25 minutes with the razor and 25-30 minutes with scissors. 80% Minimum Score on 80 Practical Applications.
Hair Coloring and Bleaching	Familiarization with hair coloring and bleaching concepts.	Introduction, color classifications and selection, tests and safety precautions, coloring preliminaries, bleaching and toners, color application and special effects.	80% Minimum Score on Written Exam. Use of proper safety precautions, following directions, and application of color to hair. 80% Minimum Score on 50 Color and 20 Bleach Practical Applications.
Scalp and Hair Treatments	Learning the benefits of and performing of scalp and hair treatments. Familiarization with disorders and diseases of scalp and hair.	Introduction, preparation, manipulations, high frequency and heat caps, procedures for scalp treatments, disorders and diseases of scalp and hair. Proper Sanitation and Safety Precautions.	80% Minimum Score on Written Exam. Perform proper steps for scalp treatment in 30 minutes or less. 80% Minimum Score on 20 Practical Applications.
Facials	Learning procedures and movements for giving facials. Learning procedures for manual, electrical, and chemical facials		80% Minimum Score on Written Exam. Using proper steps and to give a facial in one hour or less. 80% Minimum Score on 10 Manual, 15 Electrical, & 15 Chemical Facial Practical Applications.
Eyebrow Arching and Hair Removal	Learning the techniques and procedures for Eyebrow arching and the removal of superfluous hair.	Use of wax, tweezers (electrical and manual), and depilatories, in the removal of hair, including eyebrow arching. Sanitation & Safety issues.	80% Minimum Score on Written Exam 80% Minimum Score on 20 Hair Removals Practical Applications.
Makeup	Learning the techniques and procedures for lash and brow tinting Learning the types, purposes, application of false eyelashes, and effects of cosmetics for application of make-up. Learning basic skin analysis.	Cosmetics that are used, preparation, procedures, makeup, corrective makeup, lash and brow tint, false eyelashes, and skin analysis. Variety of products.	80% Minimum Score on Written Exam. 80% Minimum Score on 10 Practical Applications.
Manicure and Pedicure	Becoming adept with hand and nail care, arm, hand, and foot massage and basic knowledge of diseases and disorders of nails.	Introduction, equipment, implements and materials, cosmetics, nail shapes and sculptures, table preparation, manicure procedures, arm, hand, and foot massage, special problems, diseases, and disorders of nails, and safety precautions.	80% Minimum Score on Written Exam. Proper use of safety and sanitation procedures on manicures and pedicures in 40-60 minutes or less. 80% Minimum Score on 15 manicure and 10 Pedicure Practical Application.
Artificial Nails	Learning the techniques and products for application of artificial nails.	Products and procedures used to apply acrylic, tips, wraps, and repair of nails. Sanitation and Safety precautions.	80% Minimum Score on Written Exam. Proper use of products, sanitation, and of safety procedures 80% Minimum Score on 50 Acrylic, 50 tips, and 20 Wraps and Repairs Practical Application

ESTHETICIAN: TUITION & CURRICULUM

BASIC ESTHETICS COURSE:	600 CLOCK HOURS
PROGRAM LENGTH:	19 Weeks (40) Hours per Week 25 Weeks (24) Hours per week
PROGRAM COST:	
TUITION	\$9,000.00
BOOKS AND EQUIPMENT	\$2,202.00
REGISTRATION FEE NON- REFUNDABLE	\$100.00
NUTS AND BOLTS	\$550.00
IPAD	\$499.00
MATERIALS FEE	\$150.00
ADMINISTRATIVE FEE	\$150.00
TAX 8.75%	\$284.46
STRFF NON- REFUNDABLE	\$65.00
TOTAL COST	\$12,700.46

**PRICES ARE SUBJECT TO CHANGE BUT WILL NOT AFFECT
CURRENTLY ENROLLED STUDENTS.**

SEE ENROLLMENT AGREEMENT FOR ACTUAL AMOUNTS

The curriculum for students enrolled in a Skin Care course consists of 600 hours of technical instruction and practical training covering all practices of an Esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.

THE CHART BELOW SHOWS THE CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS CURRICULUM REQUIREMENTS FOR THE ESTHETICS (Skin Care) COURSE

SUBJECT	Minimum Hours of Technical Instruction	Minimum Practical Operations
Barbering & Cosmetology Act And The State Board's Rules and Regulations	10	0
Chemistry	40	0
Health and Safety	20	0
Electricity (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	10	0
Disinfection & Sanitation	10	10
Bacteriology, Anatomy & Physiology,	15	0
Facial	70	140
Hair Removal	25	50
Make-up	20	40
Additional Training	85	100
TOTAL	270	330

Updated 6/24/13

In addition to the required subject stated above, W Institute of Cosmetology includes training in the areas of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, building a clientele, resume and interviewing skills.

ESTHETICAN COURSE OUTLINE

600 HOURS – ESTHETICIAN COURSE:

All courses are taught in English.

EDUCATIONAL OBJECTIVES AND GOALS (D.O.T. #332.271.014) (CIP # 12.0408 Esthetic Services, Other):

1. Properly train students in basic skills to successfully pass the Department of Consumer Affairs Licensure Exam and to prepare them for a successful career
2. To enhance the profession with well-rounded individuals ready to use the skills they have learned.
3. To develop good work habits to ensure a successful career in skin care, salon management, salon owner, product demonstrator, skin care specialist, and makeup artist.
4. To assist in the development of professional ethics, salesmanship, practical skills and effective communication skills needed to be successful in the Esthetics industry and professional salon environment; to educate students with a combination of theory and practical experiences for all aspects of Esthetics training.

400 HOURS PRE – PRE-APPLICATION REQUIREMENTS:

All Esthetics students are required to begin the process of applying for state licensure at 400 hours.

PRE-APPLICATION REQUIREMENTS:

1. Pre-application students must:
 2. Complete two pre-app exams with a passing rate of 75%, or better prior to pre-application.
 3. You must have 75% of your workbook completed,
 4. A GPA of 75% or better and
 5. A minimum attendance record of 80%.
 6. Make an appointment with the admissions personal for your application at 450 hours for your state board date

The Board of Barbering and Cosmetology requires: Any applicant with any criminal offense to disclose the convictions of the nature of the offense; felony, or misdemeanor (other than a minor traffic violation or outstanding traffic/parking tickets). This is done through filling out the required Disclosure statement from the State of California.

W Institute of Cosmetology will for pay for your initial exam fees to the Department of Consumer Affairs. The pre-application fee is \$9.00 and the application fee for the Exam is \$115.00.

GRADUATION REQUIREMENTS:

FINAL EVALUATION:

- A. Prior to Completion at (400) hours the instructor will assure the student's graduation requirements have been met, by using the rubrics check off list and will schedule the student's mock state board exam training.
- B. Final Evaluation (550) the student will hand in their job seeking assignments, and the interview analysis forms.

Updated 6/24/13

C. Exit interviews and graduation survey.

All Esthetician students are required to complete 600 hours of instruction and all operations are required by the State of California and must be completed with a GPA OF 75% before you will be awarded a Certificate of Completion, certifying your completion of the program and graduation.

Reminder:

All tuition and fees must be paid to W INSTITUTE OF COSMETOLOGY in full before receiving your proof of training.

Upon completion of the above students will receive a certificate of completion in their completed course & Proof of training document issued by W Institute of Cosmetology.

STATE EXAMINATION INFORMATION & REQUIREMENTS

EXAM SITE LOCATIONS:

There are two Exam sites in California, the locations are; Fairfield and Glendale, California. Transportation to the examination site is the applicant's responsibility. After receiving your license you must renew your license every two (2) years. Currently the renewal is \$60.00.

EQUIPMENT EXAM REQUIREMENTS:

Equipment Needs': The examinee must take the following for your practical
You must reserve your kit 1 week in advance. (See Admissions for phone No.)

1. One mannequin head: No shoulders.

ENTRANCE IDENTIFICATION REQUIREMENTS:

You must have the following Items:

1. Your Admissions letter;
2. Valid California Driver's License, or Valid California I.D. or Valid Passport
5. Your Social Security card.

REQUIRED SCORE TO RECEIVE A STATE LICENSE:

The Examinee must receive the minimum of 70%, or better on the State Board written exam and 225 points, or better on the practical exam.

GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS:

FINAL EVALUATION:

- A. Successfully complete the required number of clock hours.
- B. Successfully complete the required practical operations and theory hours.
- C. Pass all written and practical exams.
- D. Pass written and practical state board exams including the Pre State Board Final.
- E. Satisfy all financial obligations to the School-all tuitions and fees must be paid in full.
- F. Completed Exit Interview
- G. Financial Aid Counseling (If applicable).

Reminder:

All tuition and fees must be paid to W INSTITUTE OF COSMETOLOGY in full before receiving your proof of training.

Upon completion of the above students will receive a certificate of completion in their completed course & Proof of training document issued by W Institute of Cosmetology.

Updated 6/24/13

SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the School. It is printed in the school catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Evaluation Periods

COSMETOLOGY: ACADEMIC SAP:

SAP: For Written Exams, GPA and attendance are checked at:

0-450	451 - 900	901- 1200	1201-1600
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Practical Evaluation Periods will be scheduled at the same hours, based upon a cumulative GPA of written exams and practical exams...

ESTHETICIAN: ACADEMIC SAP:

SAP: For Written Exams, GPA and Attendance are checked at:

0 - 300	301 - 600
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Practical Evaluation Periods will be evaluated at the same time, based upon a cumulative GPA of written exams and practical exams...

ATTENDANCE PROGRSS EVALUATIONS

Students are required to attend a minimum of 80 % of the hours possible based on the applicable attendance scheduled in order to be considered maintaining satisfactory academic progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of scheduled hours. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME:

The maximum time frame (which does not exceed 150% of the program length) allowed for students to complete their program at Satisfactory Academic Progress is stated below:

Cosmetology	1600 hours	48 weeks Full time (35 hours per week)
Cosmetology	1600 hours	82 weeks Part Time (20 hours per week)
Esthetician	600 hours	19 weeks Full Time (35 hours per week)
Esthetician	600 hours	31 weeks Part Time (20 hours per week)

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical number of practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated.

Updated 6/24/13

At least four comprehensive practical skills evaluations will be conducted during the course of study.

Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the School.

Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to

graduation. Students must makeup failed or missed tests. Numerical grades are considered according to the following

scale:

100 - 90	Excellent
89 - 80	Good
79 - 70	Average
69 - 60	Below average
59 - BELOW	FAILING

RETAKES/RESCHEDULED/REVIEW TESTS:

Failed tests must be retaken until at least 75% test score has been achieved. Missed tests and retakes must be scheduled with instructors. All tests must be taken and completed with a passing grade of at least 75% to graduate.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Warning:

Students who fail to meet the minimum requirements for attendance or academic progress are placed on warning and considered to be making Satisfactory Academic Progress while during the warning period.

The student will be advised in writing on the actions required to attain Satisfactory academic Progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION:

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making Satisfactory Academic Progress while during the probationary period, if the student appeals the decision, and prevails upon appeal

Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain Satisfactory Academic Progress by the next evaluation. If at the end of the probation period, the student has still not met both the attendance and academic requirements required for Satisfactory Academic Progress or by the academic plan, he/she will be determined as NOT making Satisfactory Academic Progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

If enrollment is temporarily interrupted for a Leave of Absence, 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 students' 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 their program and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.

If enrollment is temporarily interrupted for a leave of absence, the student will return to the school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the students contract period and maximum time frame by the same number of days taken in the leave of absents and will not be included in the students cumulative attendance percentage calculation. Students who withdraw prior to completion of their program and wish to reenroll will return in the same Satisfactory Academic Progress status at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making Satisfactory Academic Progress, the student may appeal the determination within (10) calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstances. The student must submit a written appeal to the School on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student's within (30) calendar days. The appeal and decision documents will be retained in the students file. If the student prevails upon appeal, the Satisfactory Academic Progress determination will be revised and Federal Financial Aid will be reinstated, if applicable.

NONCREDIT AND REMEDIAL COURSES

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's Satisfactory Academic Progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student transfer will be counted both attempted and earned hours for the purpose determining the allowable maximum time frame has been exhausted.

PROGRESS REPORT

Students will receive a progress report at the time of each evaluation indicating their overall progress. The progress report will indicate their progress in theory, practice, and attendance on a cumulative basis. All students are required to sign and date the original progress report which will be maintained in their file.

State funded Financial Aid programs have satisfactory academic progress policies that must be maintained in addition to the above. If students are receiving funds from those sources, the individual agency funding the student will inform the student of their requirements.

LEAVE OF ABSENCE INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

GRADING POLICY - ALL PROGRAMS

All students are graded in two main areas:

1. Written Exams and/or completed work projects;
2. Practical Operations: Work performed on mannequins and guests.

GENERAL REQUIREMENTS:

Updated 6/24/13

Periodically, the Owner will meet with each student to discuss their progress towards a positive attitude, personal appearance, attendance, and grades.

The California Department of Consumer Affairs requires an accumulated score of 70% or higher to pass the State Board Exam. At W INSTITUTE OF COSMETOLOGY we want you to score at a minimum of 80% on each test (written and practical) or higher to ensure your success in passing the State Board Exam.

GRADING SCALES:

Students are graded with the following percentiles:

100% - 90%	A	Excellent
89% - 80%	B	Good
79% - 70%	C	Average
69% - 60%	D	Below Average
59%	F	Failing

*NOTE: Students with 69% and below grade point averages must meet the probationary requirements and standards in the Satisfactory Academic Progress policy in order to remain enrolled at W INSTITUTE OF COSMETOLOGY.

MAKE-UP POLICY

All required tests and all minimum practical skill operations must be completed prior to graduation. Students who missed tests or assignments are required to make them up prior to graduation. The student must contact the instructor to arrange make-up work.

ATTENDANCE & TARDY POLICY

Students are required to attend school in clock hours... Students will not be allowed to graduate until they have completed their required clock hours.

Classes start promptly at 9:00 a.m.

1. Students who are absent for the day must call the W INSTITUTE OF COSMETOLOGY and speak with the Student Salon Manager or the Owner by 8:30 am.
2. Students who arrive after 9:00am will be given a reading assignment on the theory subject of the day and not be permitted into the morning theory class, all students upon arrival are required to clock in, report to the front desk and sign in before entering the morning theory classes.
3. It is your responsibility to clock in and out. If you forget to clock in you will NOT receive credit for the hours you are at school.
4. Students who are in school for 8 hours are required to take a 30 minute lunch break and two 15 minute breaks.
5. Students who are in school for 6 hours are allowed two 15 minute breaks.
6. Student are required to clock out and back in for their lunch break.
7. Students are required to attend their schedule committed to on their enrollment agreement.

OVERTIME FEES

Students are allowed a grace period specified on their enrollment agreement (2 weeks for 1600 hour program and one week for a 600 hour program). All absences and tardiness accrued beyond that grace period will accumulate overtime fees AT AN HOURLY RATE OF \$10.00 PER HOUR.

Updated 6/24/13

PARKING

Students are required to park in the assigned student parking areas in the back of the SCHOOL only; W INSTITUTE OF COSMETOLOGY is not responsible for tickets or towing of student vehicles. Students are required to provide make, model and license plate number of their vehicle; students are required to park in the rear parking lot behind the building.

CONDUCT POLICIES

General Conduct:

1. No smoking in or around the W INSTITUTE OF COSMETOLOGY. Please respect the business owners.
2. Coffee and other drinks are allowed in theory class only, absolutely no food in the classrooms.
3. Only water is permitted on the Student Salon floor.
4. Cleanliness, to develop professional work habits, which is part of your training you are responsible for:
 - The cleanliness of your own workstation, mirror and floor at all times.
 - Daily cleanup & setup duties assigned by the Student Salon Manager
5. Theft is grounds for immediate termination and legal prosecution
6. No gossiping about student's staff or clients is permitted.
7. Soliciting of any kind is not permitted by staff or students.
8. Damage to W INSTITUTE OF COSMETOLOGY property: Is grounds for immediate termination, Student will be responsible for replacement of damage caused to SCHOOL property.
9. *No cell phone use is allowed in class or on the student salon floor cell phones are: never allowed to be used during a class, or during a service! Cell phones are to be kept in your locker and used only during breaks.*
10. No profanity, offending, rude or loud language at any time.
11. Student visitors (friends, family, etc.) must have an appointment otherwise they are not permitted on the Student Salon floor, or in any classroom during, W INSTITUTE OF COSMETOLOGY hours.
12. Professional conduct is expected from all students at all times.
13. Please make childcare arrangements, children are not permitted in class or on clinic floor without an appointment.
14. Only instructors teach not students.
15. Students must work on scheduled operations, check daily for changes to your schedule.
16. All operations are to be signed off by an instructor including sanitation and cleanup.
17. W INSTITUTE OF COSMETOLOGY will not *tolerate discrimination of any kind, bullying, harassment, or hazing of any sort .If any student or team member experiences, or witnesses anyone being bullied, harassed, or hazed in any way, will be grounds for immediate expulsion.*

Violation of any part of these rules can result in a Conduct Review.

Misconduct that may result in suspension or termination:

1. Failure to observe published rules, including those related to attitude, appearance, conduct, sanitation, security and safety.
2. Excessive absenteeism or tardiness, including extensions of breaks or lunch periods.
3. Failure to notify school of intended absences.
4. Unprofessional behavior on the floor in the presence of clients.
5. Wasting timey not working on operations and related theory work.
6. Failure to receive initial consultation and final check from instructor.
7. Not clocking out when leaving the building at any time.
8. Students may not refuse a service or refuse to perform an operation. If there is a valid reason you feel you cannot work on a particular service please discuss it with an instructor in private.
9. Deliberate or careless conduct that may result in emotional distress or physical injury to another person.
10. Evidence of drug or alcohol use or possession while on school premises.
11. Deliberate or careless conduct that results in damage or destruction of property belonging to the school, students or clients.

Updated 6/24/13

12. Dishonesty of any sort.
 13. Removal of official documents from school premises.
 14. Possession of any type of weapon.

UNIFORM DRESS CODE

W Institute of Cosmetology issues a uniform jacket in the student kit. Students will also receive two school logo t-shirts. Additional uniforms and t-shirts may be purchased from the school. In addition to the required uniform students are to wear black pant, skirt or leggings. And close toed black shoes. In cold weather a black dress jacket or black sweater may be worn.

All clothing must be black or white.

At no time are athletic wear, sweatshirt, athletic shoes, canvas shoes, shorts or tank tops of any kind permitted.

Students are expected to look clean and professional at all times.

Hair must be clean and styled and make-up applied prior to arrival at the school. Students who do not show up in dress code with hair and makeup done will be sent home. During the time clocked out will be subject to overtime charges.

Repeated offenses will result in a Conduct Review.

HOUSING

W INSTITUTE OF COSMETOLOGY does not offer student housing assistance.

DISCLAIMER/NON-DISCRIMINATION

In accordance with the provisions of Title VI of the CIVIL RIGHTS ACT OF 1964, W INSTITUTE OF COSMETOLOGY does not discriminate on the basis of race, religion, creed, sex, age, color, handicap, ethnic origin, national origin, marital status, sexual orientation, or parental status.

W INSTITUTE OF COSMETOLOGY reserves the right to deny admission to any person it believes does not have the ability to benefit from the training offered at the W INSTITUTE OF COSMETOLOGY.

W INSTITUTE OF COSMETOLOGY reserves the right to revise or amend any of the items contained within this document without prior notice.

STUDENT BOOKS/EQUIPMENT/SUPPLIES

Once Student kit items have been issued they are not returnable.

Only approved products and equipment assigned in the W INSTITUTE OF COSMETOLOGY Student Kits are approved for the Student Salon to perform services on the W INSTITUTE OF COSMETOLOGY guests. You are responsible for all of your Student Kit items as well as your personal belongings. Any items that have been lost stolen or broken must be replaced with Standard issue equipment of W INSTITUTE OF COSMETOLOGY. You may apply an approved label with your name. W INSTITUTE OF COSMETOLOGY policy to maintain a professional salon appearance and offer services with high standards W INSTITUTE OF COSMETOLOGY equipment.

The W INSTITUTE OF COSMETOLOGY is not responsible for the student kits or personal belongings, which are left at the W INSTITUTE OF COSMETOLOGY. Upon graduation you must take your equipment with you. All equipment abandoned without approval will be discarded after 24 hours.

FACILITIES

W INSTITUTE OF COSMETOLOGY provides an ideal environment for learning in our 6100 square foot facility.

Updated 6/24/13

Clinic Floor

32 Stations
 Color Bar
 Equipped Photography Area
 6 Manicuring Table
 12 Hood Dyers

Dispensary

Washer/ Dryer
 Commercial sink/Sanitizing Area

Classroom 1

Tables / Chairs
 TV/Video for enhanced learning

Classroom 2

Tables / Chairs
 TV/Video for enhanced learning

Student library

Variety of industry books from different eras
 Internet access

4 Spa Rooms

4 Facials Beds
 4 Mag Lamp/Steamers
 4 Towel Warmers
 1 Microdermabrasion Machine Diamond Tip
 Waxing Equipment

Make-up Studio Area

Makeup Chairs
 2 Makeup lines
Beauty Supply
 Over 12 Manufacture Product lines
 Providing educational support
 Wall Mounted Projector and Flat Screen

Administrative Offices

Admissions Office
 Financial Aid Office
 Staff Office

CANCELLATION AND REFUND POLICY

You may cancel your contract for SCHOOL without penalty or obligation on the seventh (7)-business day following your class session as described in the Notice of Cancellation, which was provided to you during the enrollment process. Read the Notice of Cancellation Form for an explanation of your cancellation rights and responsibilities. After the end of the cancellation period, you also have the right to stop SCHOOL at any time. You have a right to receive a refund for the portion of the course not taken;

1. A student has the right to cancel his or her agreement for a course of instruction, without any penalty or obligations, until midnight of the seventh business day on which he or she attended his or her first class. Business day means a day on which the student is scheduled to attend a class session. After the end of the cancellation period, you also have the right to stop SCHOOL at any time; and you have the right to receive a refund for the part of the course not taken.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: W INSTITUTE OF COSMETOLOGY at **520 San Ramon Valley Blvd. Danville, CA 94526**. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement If the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled by midnight of the seventh business day on which the student attended his/her first class (business day is a day on which a student is scheduled to attend a class session), the SCHOOL will refund the student any money he/she paid excluding registration fees and the cost of any equipment that has been issued within 30 days after the notice of cancellation is received.

REMEMBER THAT YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the W INSTITUTE OF COSMETOLOGY, or by not coming to class.

Withdrawing from a Program after the Seventh (7th) Day of Class

You may withdraw from the W INSTITUTE OF COSMETOLOGY at any time after midnight of the seventh business day your first class has met and receive a pro rata refund. If a student withdraws after seven (7) business days following the first day of class, the student is entitled to only a partial refund. The student has the right to withdraw from SCHOOL at any time and receive a refund for that part of the program not taken for which the student has paid. The amount of that refund is to be "pro-rated" according to the not completed portion of the program less the cost of any equipment returned in good condition (good condition does not include equipment that: seal is broken, log-on occurred, or is

Updated 6/24/13

marked or damaged in any way) and a registration or administration fee not to exceed \$100.00. The refund is to be paid within thirty (30) days of withdrawal; a notice of refund will also be sent to the student within 10 days of the day on which a refund is made.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the W INSTITUTE OF COSMETOLOGY of the student's withdrawal or of the date of the student's withdrawal, whichever is later.
- The W INSTITUTE OF COSMETOLOGY terminates the student's enrollment as provided in this agreement.
- The student has failed to attend class for a three-week period.
- The student fails to return from a leave of absence.

For determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of the three-week period.

Hypothetical Refund Example

The following table outlines the refund due based on percentage of training completed, assuming you paid the following:

Total Contract

Tuition	Registration	Less Supplies		Remaining	
\$17,300.00	\$75.00	\$1,225.00		\$16,000.00	
% Completed	10%	25%	50%	60%	80%
Refund Due	\$14,000.00	\$12,000.00	\$8,000.	\$6,400.00	\$4,000.00

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

Any amount of the refund in excess of the unpaid balance of the loan shall first be used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

Veterans:

A refund of the unused portion of fees, tuition, and other charges will be made to veterans or eligible persons who fail to enter or complete the course as required by the regulations of the Department of Veterans Affairs. The refund will be within 10% of the exact pro-rata refund. No more than \$10 of the established fee will be retained if a veteran or eligible person fails to enter the course in a non-accredited school.

RETURN TO TITLE IV POLICY

For first-time students receiving Title IV Funding I, a RETURN OF FEDERAL FUNDS calculation will be made first and then the Institutional policy for a refund will be calculated. The calculation is based on Federal Financial Aid earned and the number of hours completed in the payment period (up to 60% of the payment period requires a refund to Federal Financial Aid Programs. After 60%, no refund is due); i.e., for Cosmetology 0-450, 451-900, 901-1200, and 1201-1600 hours; and for Esthetician. 0-300 and 301-600 Students are responsible for any outstanding balance owed to W Institute of Cosmetology.

- Refunds for each payment period are exact pro-rata based upon scheduled hours as required by Federal Regulations. Once a student has reached over 60% of the scheduled hours in each payment period (see above), scheduled hours will be used to determine the percentage of Federal aid that must be returned.
- Return of Title IV policy is completed first. Once a student has passed the 60% of the payment period in Scheduled Hours then they have earned 100% of their FA for that payment period AND the school will use their Institutional Refund Policy.
- The effective date of termination will be the date the W Institute of Cosmetology receives written notice of the student's intention to terminate from Institute or the date the student violates published school policy that provides for termination.

All refunds due the student will be made within 30 days after the effective date of termination or cancellation.

Updated 6/24/13

Federal Return to Title IV Funds will be made in the following order:

- a. Direct Unsubsidized Loans
- b. Direct Subsidized Loans
- c. PLUS loans
- d. Federal Pell Grant
- e. Federal Supplemental Educational Opportunity Grant (FSOG)

STRF FEE

Students' Rights and Responsibilities Regarding Student Tuition Recovery Fund.

This fund is a state required fee that when a student pays his or her tuition are required to pay a state-imposed assessment for the Student Tuition Recovery Fund. This fund has been developed for the students' who may get caught in a SCHOOL closure. If you are found to be in this situation you may entitled to a refund through this fund. You would contact the Bureau for Private Postsecondary Education.

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833
Phone: (916) 431-6959 Web site:
www.bppe.ca.gov

FINANCIAL AID PROGRAMS

Financial Aid Philosophy:

W Institute of Cosmetology believes the primary responsibility for financing your education rests with you and your family. Aid programs are intended to help you meet educational costs that remain after student resources and the expected family contributions have been taken into consideration.

W Institute of Cosmetology believes that equal access to education should be provided to all applicants regardless of race, religion, creed, sex, age, color, handicap, ethnic origin, national origin, marital status, sexual orientation, or parental status.

WHAT IS FINANCIAL AID?

Financial Aid funds are sources of aid provided, or awarded to students, who qualify, which includes, but are not limited to:

- Federal Title IV programs
- State funded programs (BIA, VA, Voc Rehab, etc.)
- Institutional Scholarships and/or loans

Most financial aid is based on a student's individual needs and eligibility. Students may be eligible for a combination of various types of aid such as scholarships, grants, and loans.

AVAILABLE STAFF

W Institute of Cosmetology has a full time financial aid staff. The office is open to students Tuesday through Friday, 9:00 a.m.-4:00 p.m. If you have any questions or need any assistance with the application or forms, please contact the W Institute of Cosmetology to set up an appointment.

FINANCIAL AID PROGRAMS AVAILABLE

W Institute of Cosmetology has the following financial aid programs available:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (Pending)
- Federal Direct Subsidized Loans
- Federal Direct Unsubsidized Loans
- PLUS Direct Student Loans
- Veteran's Administration Benefits
- Vocational Rehabilitation

Updated 6/24/13

- Personalized In-School payments

THE APPLICATION PROCESS:

When applying for financial aid, you are responsible for completing the forms required by the programs and the W Institute of Cosmetology. The following are the required procedures:

1. All students applying for any kind of financial aid must complete the following: Admissions Application, Admissions Questionnaire, FAFSA, entrance counseling for funding. These forms are obtained in the admissions office.
2. If you are applying for Direct Loans, in addition to the above forms, you must complete a Promissory Note along with Entrance exam and upon completion of the program and Exit Counseling for your loans. You will take these on line when you apply for your Pell Grant.

WHERE DO I SEND THE FORMS?

Since many families have experienced difficulty in completing parts of application forms, we have found it beneficial to have our financial aid office proof-read your financial aid application. This helps to insure accuracy and reduce processing delays due to misunderstandings and errors. In addition, we are equipped to submit applications electronically (see below) which saves in processing time. Therefore, BRING ALL FORMS and PRIOR YEAR FEDERAL TAX RETURNS to the financial aid office. The FEDERAL APPLICATION and PROMISSORY NOTES are electronically transmitted to the U. S. Department of Education.

THE ELECTRONIC APPLICATION PROCESS:

You will be required to give the U.S. DEPARTMENT OF EDUCATION permission to send electronic information to the financial aid agencies in your STATE and to the W Institute of Cosmetology is listed in the drop down menu on line, select our school. After the CENTRAL PROCESSING SERVICE (CPS) has made the calculations, an INSTITUTIONAL STUDENT INFORMATION REPORT (ISIR) is sent electronically W Institute of Cosmetology. You will need to complete and verify the information on the FAFSA and sign it at the time application is made. If the application includes parental information, the FAFSA must include at least one parent's signature.

The W Institute of Cosmetology will verify the information in your financial aid file and finalize your paperwork. When your paperwork is complete and you have started school, the federal funds that a student is entitled to will be requested and credited to your account (**SEE PAYMENT OF AWARDS**).

Each student will receive a copy the FAFSA information at the address provided on the application. Students will review the information for accuracy. If a correction needs to be made, the student can make the correction online. Students can also bring their copy of the Student Aid Report (SAR) to the Financial Aid Office for assistance in making corrections.

STUDENT ELIGIBILITY REQUIREMENTS:

In general, a student is eligible for financial aid under the following conditions:

- The student must demonstrate a financial need.
- The student is enrolled on at least a half-time basis in an eligible program as a regular student.
- The student must be a U.S. Citizen or an **eligible non-citizen**.
- The student must have a Social Security number.
- The student must meet the program financial aid eligibility requirements.
- The student must be making satisfactory progress towards completion of their course.
- The student must not be in default on **ANY** Title IV loan.
- The student must be beyond the age of compulsory school attendance (18 in the State of California).
- The student must have a high school diploma, GED.
- The student must follow the anti-drug and alcohol abuse policy.
- The student must meet the requirements for the Selective Service.
- The student must sign a statement of educational Purpose/certification statement on refunds and default.

PRIOR SCHOOL ATTENDANCE:

You are required to list all previous schools (**OF ANY TYPE**) that you have attended at the postsecondary level since leaving high school – regardless of how long ago you attended and received financial aid. Prior school attendance is verified through the NSLDS process.

SATISFACTORY ACADEMIC AND ATTENDANCE POLICY:

In order to maintain eligibility for all types of financial aid, students must meet satisfactory academic and attendance requirements.

Updated 6/24/13

COST OF ATTENDANCE:

For the purposes of Federal Financial Aid, the U.S. Department of Education allows certain other expenses to be added to the direct costs of tuition and fees. Those expenses are as follows for a full-time student per award year:

AWARD YEAR	COSMETOLOGY	
	SINGLE NO DEPENDENTS	ALL OTHERS
DESCRIPTION		
TUTION AND FEES	\$16,100.00	\$16,100.00
BOOKS/EQUIPMENT/SUPPLIES	1,200.00	1,200.00
ROOM AND BOARD	3,357.00	8,658.00
PERSONAL/TRANSPORTATION/MISCELLAENOUS	3,132.00	4,770.00
NOTE: Child Care and/or Handicapped Expenses will be calculated individually		
TOTAL COST OF ATTENDANCE	\$23,789.00	\$30,728.00

AWARD YEAR	ESTHETICIAN	
	SINGLE NO DEPENDENTS	ALL OTHERS
DESCRIPTION		
TUTION AND FEES	\$10,100.00	\$10,100.00
BOOKS/EQUIPMENT/SUPPLIES	1,000.00	1,000.00
ROOM AND BOARD	3,357.00	8,658.00
PERSONAL/TRANSPORTATION/MISCELLAENOUS	3,132.00	4,770.00
NOTE: Child Care and/or Handicapped Expenses will be calculated individually		
TOTAL COST OF ATTENDANCE	\$17,589.00	\$24,528.00

ADJUSTMENTS IN FINANCIAL AID AWARDS:

Students who wish to request adjustments in their financial aid award must do so in person with the Financial Aid Office. The Financial Aid Director will inform the student of the required documentation that must be submitted. The financial aid office will evaluate the request and notify the student of the determination within 30 days.

STUDENT RIGHTS AND RESPONSIBILITIES RIGHTS:**(ALL STUDENTS RECEIVING FINANCIAL AID HAVE THE RIGHT):**

1. To full disclosure of all loan terms. Typical repayment schedules are included in entrance counseling materials;
2. To know what aid programs are available and the procedures for making application for the programs;
3. To an explanation of eligibility determination;
4. To be informed of satisfactory progress requirements and the procedures for probation and suspension of eligibility;
5. To be informed of students attending the W Institute of Cosmetology's average loan indebtedness; and
6. To have full access to all records at the W Institute of Cosmetology.

RESPONSIBILITIES:**ALL STUDENTS RECEIVING FINANCIAL AID HAVE THE RESPONSIBILITY:**

1. To maintain satisfactory progress;
2. To complete an Affidavit of Education Purpose and Statement of Selective Service compliance;
3. To make timely and accurate disclosure of their financial status and provide documentation of status when requested;
4. To inform the financial aid office of any change to financial status, marital status, name, address, and any other information that may affect the student's eligibility for financial aid;
5. To REPAY any and all loan amounts as determined by the provisions of the loan note and supporting documentation, and;
6. To complete exit counseling documentation prior to the student leaving school.

VERIFICATION REQUIREMENTS:

Verification is a process of verifying a student/parent/spouse's financial information. The verification process is required by law. Approximately 30% of all aid applicants are selected for verification by the Central Processing Service. In order

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to verify financial information, the W Institute of Cosmetology must require that student/parent/spouse provide SIGNED copies of their Federal tax return(s) and a verification worksheet (provided when necessary by W Institute of Cosmetology). If you have been selected for verification, the W Institute of Cosmetology will inform you of what has to be verified and what documents are required.

THE FOLLOWING POLICY APPLIES TO THE VERIFICATION REQUIREMENTS:

1. The student will be allowed 14 days to supply the required verification documents. Allowance will be made for students requesting information from an outside agency, i.e., IRS or tax accountant.
2. No disbursements will be made until verification is complete.
3. If you fail to provide the required information by the deadline, you will be expected to make satisfactory payment arrangements until documentation is received.
4. If the results of the verification process indicate that the information provided is incorrect, the Institute of Cosmetology will make the changes and notify the student of any eligibility changes. If a student's Pell award changes due to verification, a corrected ISIR must be received in the financial aid office prior to the disbursements of any funds.
5. If there is reason to believe that any application was intentionally submitted under false or fraudulent pretenses, you will be notified in writing that the W Institute of Cosmetology intends to forward all pertinent information to the appropriate law enforcement officials and the Office of Inspector General (as is required by Section 668.14(g) of the Student Assistance General Provisions.

INDIVIDUAL FINANCIAL AID PROGRAMS

FEDERAL GRANTS:

- Pell Grants are available for qualifying students to assist them with their educational costs. Our financial aid office can discuss and help determine the amount you may be eligible for.
- The FSEOG grant is for students with exceptional financial need. Your eligibility can be determined after review of your Pell eligibility. **(PENDING)**

DIRECT LOANS: (Subsidized/Unsubsidized/PLUS)

- The Subsidized Direct Loan is a need-based program. This means that a student must show financial need in order to qualify. Loan repayment will begin six months from the student's last date of attendance. Minimum payments are \$50.00 a month.
- The Unsubsidized Direct Loan is a non-need based loan. The interest begins to accrue on the unsubsidized loan once a disbursement has been made. The student has the choice of paying the interest while in school or deferring the interest until six months from the student's last date of attendance. Loan repayment will begin six months from the student's last date of attendance. Minimum payments are \$50.00 a month.
- Parent Loan Program (PLUS) is for a dependent student's parents. IN ADDITION, loan minimum payments are determined by the loan amount. Payments for the PLUS loan may be postponed for six months after the dependent student completes the program of study.

IN-SCHOOL PAYMENTS:

Students who either do not qualify for financial aid or who are not fully funded with financial aid must make monthly payments on the balance. The financial aid office will help you set an individualized monthly payment plan that will fit with your financial resources and situation.

Private Pay students: If your payment is five (5) days late there will be a 9% late charge on top of your balance due. Thirty days delinquent you will not be allowed to continue attendance, until your payments are brought current. If your tuition is not paid in full prior to graduation you will not receive your proof of training to take your state exam.

Payments in default in excess of 60 days are subject to be turned over to a collection agency.

VOCATIONAL REHABILITATION

Vocational Rehabilitation is a state funded program. A potential enrollee is eligible if selected by a Vocational Rehabilitation agency. Interested students should contact the local office for further information. Specific requirements must be met and students are tested for aptitude to find the specific field of study in which s/he would most likely succeed.

VETERANS

VA benefits are funded by the Department of Veterans Affairs. Students who have current or prior military service or those who may qualify under the previous G.I. Bill because of a parent's military service should contact VA at 1-888-442-4551 for further information, determination of eligibility, and appropriate forms. Some programs of instruction may not qualify for VA benefits.

VETERAN'S POLICY STATEMENT 2013 ADDENDUM

Evaluation of Previous Education and Training: 38 CFR 21.4254(c) (d)

W Institute of Cosmetology will conduct an evaluation of all previous education and training of the Veteran or eligible person, grant appropriate credit, shorten the duration of the training course proportionately, and notify the student and the Department of Veterans Affairs accordingly.

(Signature of W Institute of Cosmetology Official)

(Title)

DATE

