

2012 (January - December)

Christine K Beauty School

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[SCHOOL CATALOG]

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A MESSAGE FROM THE DIRECTOR

If you are seeking a career that is creative, stimulating, and ever-evolving Christine K Beauty School will provide the foundation to prepare you for a successful future in the beauty industry.

Located in Silicon Valley in San Jose, California, Christine K Beauty School has programs for aspiring Cosmetologists, Barbers, Estheticians, Manicurists, Permanent Make-up Artists, and Massage Therapists.

We invite you to visit our school, tour our facility and discuss your career with our staff and faculty.

_____, Director.

APPROVAL DISCLOSURE STATEMENT

Christine K Beauty School is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) Of 2009, which is effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumers Affairs. The Bureau can be reached at: P.O. Box 980818, West Sacramento, CA 95798-0818.

INSTRUCTIONAL PROGRAMS OFFERED

The following courses are approved:

Cosmetology	1600	hours
Barbering	1500	hours
Esthetician	600	hours
Manicuring	400	hours
Massage Therapy	600	hours
Permanent Make-up		

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. A career in Cosmetology, Barbering, Manicuring, or Esthetics, requires completion of the respective course at this school and subsequent passing of the respective state licensing exam. Prospective enrollees are encouraged to review this catalog, visit the physical facilities of the school and to discuss personal, educational, and occupational plans with school personnel prior to enrolling or signing enrollment agreements. Prospective students are also encouraged to review the School Performance Fact Sheet, which must be provided to them prior to signing an enrollment agreement. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, Sacramento, CA 95798, <http://www.bppe.ca.gov/>, (916) 431-6959. Christine K Beauty School currently does not have sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. The Board of Barbering and Cosmetology set minimum standards for each program of study. The minimum number of class hours and the total class hours for each course outlined in the Board's Rules and Regulations booklet must be met to qualify the student for licensure.

NOTE: No state licenses are issued for Massage Therapy and Permanent Make-up. There is no state licensing exam administered by the Board of Barbering and Cosmetology.

All information in the content of this school catalog is current and correct and as so certified as true by Christine Khuu.

_____, Director.

MISSION AND OBJECTIVE

The mission of Christine K Beauty School is to provide quality education and techniques in the field of Cosmetology, Barbering, Massage Therapy, Skin Care, Nail Technology, and Permanent Make-up. The objective of the school is to not only provide the necessary education, but also help build good character and develop good work ethic, all of which will serve to enrich students' future endeavors in these fields.

The institution will inspire confidence and make learning easy in a supportive environment. The institution will help with students' individual needs providing dedicated instructors who offer guidance. The institution monitors its curriculum and training continuously to maintain these objectives as mandated by the state Board of Barbering and Cosmetology. In addition, its staff is dedicated in providing the best possible training that meets all state Board's curriculum requirements.

ADMISSIONS / PROCEDURES

The ability to benefit from training at the school will be determined by taking and passing an entrance examination, a personal interview, and any other criteria that might be appropriate on an individual basis. A prospective enrollee must take an entrance examination before start of course. To be eligible for enrollment, one must be beyond the age of compulsory attendance in the state of California, 17 years of age, and either have a high school diploma, or have an Educational Development Certificate (GED), or pass the ability to benefit exam. The institution's Ability-to-Benefit examination is referred to as the Admissions Test. Students may enroll any day before upcoming course start dates. All applicants will be given a tour of the facilities prior to their enrollment.

INSTRUCTIONAL LANGUAGE

All courses at Christine K Beauty School are taught in English and Spanish.

INTERNATIONAL STUDENTS

International students are welcome to apply to the school. However, the institution does not provide English-as-a-Second-Language instructions or services. Additionally, the institution does not provide visa services, nor does it vouch for student status, and any associated charges. As with all other students entering the institution, prospective international students must demonstrate English proficiency through the entrance exam and enrollment interview. Since instruction in Spanish is available at the school, students who wish to study the course in Spanish must demonstrate Spanish language proficiency through a Spanish entrance exam and enrollment interview with one of the institution's Spanish-speaking faculty members.

RULES AND REGULATIONS

1. The student is required to treat patrons, instructors, and fellow students with professional conduct and courtesy.
2. **Tardiness** is considered unexcused time as it is deemed unprofessional behavior. Students not physically present in class, per their class time, are considered tardy. Unexcused tardiness is further discussed in the school's rules and regulations.
3. All **absences** must be reported. Specific policies regarding absences are found in the school's rules and regulations issued to each student prior to start of course.
4. The school does not tolerate any unprofessional behavior. Such behavior includes lack of professional demeanor; alcoholic beverage consumption or possession; smoking, eating, drugs, drinking on clinic floors or in classrooms; stealing; willful destruction of school property; or refusal of clinic work. Detailed policies are outlined in the school's rules and regulations and other documents issued to the student prior to start of course.
5. Violations of rules and regulations can result in probation, suspension, or termination.
6. Makeup work will be assigned by way of oral, written or practical assignment, depending on the judgment of the school as to which type of assignment would best benefit the student. Students may have to complete more than one assignment to meet their requirements.
7. **Leave of absences** must be requested in writing by the student and pre-approved by school administration.

8. **Attendance:** Students need to maintain a good attendance schedule as they will benefit from the School's training. Students are highly discouraged from enrolling if they cannot maintain good attendance.

SCHOOL UNIFORM

Uniform requirements are issued to each student prior to start of course.

Slacks are to be solid black and full length

Preferably wear comfortable closed toe black shoes; for safety reasons, do not wear heels more than 2 inches high.

CLASS SCHEDULES

Classes start on Monday of each week at the location listed on the front of the catalog. Students may apply for enrollment on any day of the school calendar. The school is closed on Saturdays and the following holidays: New Year's Day, Fourth of July, Thanksgiving Day, and Christmas Day. A special holiday may be declared should there be any emergencies or special reasons. Holy days of all religious beliefs are allowed.

The following class schedules are as follows. Please note that these schedules are subject to change and the current class schedules are provided by the school during the first day of class or upon request.

Day Schedule:

Sunday	8:30a.m. – 5:00p.m.	Students are allowed a 30 minute lunch
Monday through Thursday	8:30a.m. – 5:00p.m.	break when schedule exceeds 6 hours.

Night Schedule:

Monday and Tuesday	5:00p.m. – 9:00p.m.	
Wednesday and Thursday	5:00a.m. – 10:00p.m.	Students are allowed a 15 minute break.

FACILITIES AND EQUIPMENT

The school occupies approximately 3,400 square feet and can accommodate approximately an average of 75 students with on-going full-time, part-time classes, day and night. The parking lot is located in front and side of the school for students, clients and visitors. The school is divided into a reception area, office, theory and practical rooms, facial room, lockers, students' and staff lounge, supply room, and restrooms. Its practice areas simulate salon conditions to help students learn-by-doing, with modern equipment and a variety of supplies that help enhance the students' product knowledge.

GRADUATION / DIPLOMA

Students shall maintain satisfactory progress in regard to attendance and grades in addition to meeting the graduation requirements of successfully completing all required theoretical studies, practical operations, a mock examination and a minimum cumulative total of 1500 clock hours encompassing theory and practical training, with a score of no less than 70% "C" to graduate.

STATE EXAMINATION

Applicable students are eligible for examination given by the state, provided they have completed the selected course, are 17 years of age and have completed the 10th grade or equivalent. Cost varies by examination type. Passing an examination entitles the graduate issuance of a license. Students must furnish their own model and pay their own traveling expenses. State cosmetology practical examinations are conducted in Los Angeles and Fairfield.

NON-DISCRIMINATION POLICY

Christine K Beauty School, in its admission, instruction and graduation policies, practices no discrimination on the basis of ethnic origin, color, race, age, creed, sex, religion, financial status, country or area of origin or residence.

FACULTY QUALIFICATIONS

Instructional staff members possess current state licenses issued by the Board of Barbering and Cosmetology. All instructors possess a minimum of three years' experience in the beauty industry.

STUDENT SERVICES

The faculty and staff are available to advise students on any problem which could have an adverse effect on their ability to successfully complete the course. Problems which are beyond the scope of the staff will be handled on a referral basis by various agencies specializing in specific areas.

DISTANCE LEARNING

Christine K Beauty School does not provide distance learning. All courses are taught on campus at the primary and sole location of the school located at 1394 Tully Road Suite 203 & 204, San Jose, CA 95122.

HOUSING

The School does not maintain or assume responsibility for student housing, nor does it make specific recommendations regarding housing, however, some accommodations are available within the local communities and information is provided as available to the School via the Internet or media publications. According to rentals.com, rental properties in San Jose, CA start at approximately \$770.00 per month with a median cost of \$1025 per month.

LEARNING RESOURCES

The learning resources area essentially has the supplemental materials listed in the syllabi that students receive. This benefits even the students who cannot afford to buy supplemental materials. All Milady texts and study materials that students use in class are also available at the learning resources area, including reference materials such as Cutting Hair the Vidal Sassoon Way, Pure Color by Vidal Sassoon, and Modern Haircut Bauhaus by Vidal Sassoon. The learning resource center also helps students improve their knowledge of present popular styles and trends.

CAREER OPPORTUNITIES

A licensed Cosmetologist, Barber, Esthetician, Manicurist, Massage Therapist, or Permanent Make-up Artist may choose from a variety of jobs within the beauty industry. Employment opportunities are available in individual salons, salon chains, department stores, supply houses, and day spas. Estheticians, Massage Therapist and Holistic Health Practitioners can seek out positions in medical arenas, such as medi-spas, dermatology offices, cosmetic surgery offices and chiropractic offices.

PLACEMENT ASSISTANCE

Job placement assistance is provided to graduates and students at no charge. This institution works closely with salon owners and employers throughout the local area so that licensees are given an opportunity to secure a position that is

suitable for them. The school helps students improve their interview skills, arrange for visits from potential employers to the school, and post listings of various salons in the area that are hiring. Job placement assistance remains an option for students who have been out of school for awhile. Graduates are encouraged to keep in touch with the school and provide employment updates, and are always welcome to call for any information the school can assist with. The school does not guarantee placement to any student.

RECORD RETENTION

Christine K Beauty School is required to maintain student records at its principle place of business within the state of California for at least five years after a student withdraws or completes a course. As such, students should keep their copies of record in a safe place. After five years, student records will not be retained.

Student practice and theory hours are recorded daily on individual practical operation sheets (also known as time cards). Student progress reports are distributed monthly and if specifically requested, may be issued on a more frequent basis.

CHEMICAL DEPENDENCY STATEMENT

Under the 1986 Reauthorization of the Higher Education Act, educational institutions are required to have a program or plan of drug prevention in effect as of July 1, 1987. This program must be available to students and staff members. Educational institutions may approach one or more organizations that assist the general public (a hospital, for example) with drug problems. The organization(s) may give the institution a referral to contact and the school would then be considered in compliance with the drug prevention requirement.

Some drug abuse and treatment agencies are state-supported and usually have low-cost fees if any. This institution suggests the use of the following agency:

Good Samaritan Behavioral Health
2425 Samaritan Dr
San Jose CA 95124-3908
408-559-2000

PRIVACY / RELEASE OF INFORMATION

The school releases student information only when given prior authorization by the student through the release of information form. In the event the student is a minor, the information is released to parents. In all cases, when any record is being reviewed, a designated school representative must be present. Students, or the parent or guardian of a student who is a minor, are guaranteed the right to access their files by setting up an appointment with the administrative office. The Bureau for Private Postsecondary Education (BPPE) automatically has the right of access to student records.

SEXUAL HARRASSMENT POLICY

All students and employees should be aware that Christine K Beauty School strongly disapproves of any conduct that constitutes sexual harassment and will take disciplinary measures to ensure compliance. All complaints will be investigated and appropriate action will be taken. Corrective action must be taken immediately. All sexual assaults must be reported to the Christine K Beauty School Director.

SATISFACTORY PROGRESS POLICY

Students are to maintain Satisfactory Attendance and Academic Progress (SAP) at this institution. Evaluation of each student will be based on certain criteria including 1) Attendance, which must average at least 67% of scheduled hours of

attendance); 2) Theory exam grades and/or completed work/projects; and, 3) Progress demonstrated through ability to perform required operations in a professional manner. The latter two criteria must average a minimum of 70%. Evaluations will be conducted 3 to 4 times throughout the program in accordance with its requirements. To maintain SAP at this institution, one must:

1. maintain a cumulative academic average of 70% or better on all tests, works/projects and other required coursework such as independent study
2. attend class regularly. Full time enrollment includes at least 24 hours of course attendance per week, and part time enrollment includes at least 12 hours of course attendance per week. Each student is scheduled to attend a number of hours per week/month as stated on his/her enrollment agreement/contract. At least an average of 67% of the scheduled attendance hours must be met per week in order to complete the course.

Regardless of the average attendance hours met, a student who is absent three consecutive weeks (15 days) will be dismissed. Students, who expect to be absent for at least 15 consecutive days, are encouraged to request a leave of absence.

In addition to the SAP standards, other general rules concerning attendance, tardiness, and school rules and regulations must be adhered to and these are outlined in the school catalog.

3. complete the course within 1 and ½ times the length of the course as stated in the enrollment agreement. For example, a student enrolled for 30 weeks will be required to complete the course within 45 weeks.
4. meet minimum academic and attendance requirements for at least one of the evaluations prior to mid-program to be considered as meeting satisfactory progress.

Theory grades are based on test grades and homework assignment. Practical grades are based on:

1. The ability to follow school rules
2. The ability to accept and effectively complete all work assignments
3. The ability to accept and perform practical tasks with emphasis on equipment
4. The ability to effectively communicate with instructors, clients and fellow classmates
5. Participation in practical hands-on classes as offered by the school or outside interests

EVALUATION PERIODS

In order to assess students' compliance with the Satisfactory Academic Progress, evaluations are done at intervals throughout each student's course of study as follows:

<u>Course</u>	<u>Evaluations at the following intervals:</u>
Cosmetology	450 hours, 900 hours, 1200 hours
Barbering	450 hours, 900 hours, 1200 hours
Manicuring	200 hours
Esthetician	300 hours
Massage Therapy	350 hours

LEAVE OF ABSENCE

The institution may, under certain circumstances, allow a student to take a leave of absence from the program. The leave of absence must be requested in writing by the student and must be pre-approved by the school administration. The written request must include the starting and ending date of the leave of absence. Students will not be assessed additional tuition charges while on their leave of absence.

TRANSFER OUT

The transferability of credits a student earns at Christine K Beauty School is at the complete discretion of an institution to which he/she may seek to transfer. Acceptance of the diploma that the student earns in the Cosmetology, Barbering, Esthetician, Manicuring, or Massage Therapy Program is also at the complete discretion of the institution to which he/she may seek to transfer. If the diploma the student earns at this institution is not accepted at the institution to which he/she seeks to transfer, the student may be required to repeat some or all of the course work at the institution. For this reason students should make certain that their attendance at this institution will meet their educational goals. This may include contacting an institution to which they may seek to transfer after attending Christine K Beauty School to determine if their diploma will transfer.

PROBATION

Students who fall below the above standards are placed on probation for a period of 30 days. Students on probation are considered to be making satisfactory progress until the next evaluation period. During the probation period, they are monitored monthly for improvement. Students can re-establish Satisfactory Programs during the probation period by meeting the minimum 70% grade point average and 67% attendance average.

CREDIT FOR EXPERIENTIAL LEARNING

As course completions are based on hours of study and hand-on practice, Christine K Beauty School does not award credit for students' prior Experiential Learning. Again, decisions concerning the acceptance of credits by an institution other than the granting institution are made at the sole discretion of the receiving institution. Christine K Beauty School makes no representation whatsoever concerning the transferability of any credits to any institutions.

GRADING SYSTEM

As stated under learning strategies, students are evaluated on a regular basis on theory, practical methods and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a 70% "C" average or better to be considered in satisfactory academic standing. The school utilizes the following grading system:

Practical Skills		Theory
A = 100%	100%-90%	A Excellent
B = 80%	89%-80%	B Above Average
C = 70%	79%-70%	C Satisfactory
D = 60%	69% or below	D Unsatisfactory

TUITION AND FEE SCHEDULE

Course	Hours	Weeks	Registration	STRF	Kit	Tuition	Total
Cosmetology	1600	40-64	\$75.00	\$15.65	\$595.00	\$5590.00	\$6260.00
Barbering	1500	37-60	\$75.00	\$15.65	\$595.00	\$5590.00	\$6260.00
Manicuring	400	10-15	\$75.00	\$ 3.22	\$135.00	\$1000.00	\$1290.00
Esthetician	600	15-24	\$75.00	\$ 7.08	\$260.00	\$2500.00	\$2835.00
Massage Therapy	600	15-24	\$75.00	\$ 9.86	\$270.00	\$3600.00	\$3945.00
Permanent Make Up	24	3 days	\$50.00	\$ 1.50	\$248.50	\$ 300.00	\$ 600.00

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

SCHOLARSHIPS

Scholarships may be offered periodically. The only type of scholarships offered is tuition allowances for specified time periods. All students that enroll during that time period are eligible for the scholarship.

NOTICE OF STUDENT RIGHTS

1. The student may cancel his/her contract for school without any penalty or obligation (other than the registration fee) by the seventh day following enrollment or on the first day of class as described in the enrollment agreement that will be given to you when you enroll.
2. After the full-refund (less registration fee) cancellation period, you have the right to withdraw from school at any time. Students who withdraw and have completed 60 percent or less of the course shall receive a refund on a pro rata basis.
3. Should the school close before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number printed below for information.
4. If you have complaints, questions or problems which you cannot work out with the school, write or call:
P.O. Box 980818, West Sacramento, CA 95798-0818; (888) 370-7589

COMPLAINT PROCEDURES

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. If the outcome of the process is unsatisfactory, a written grievance, addressed to the School Director, must be received from the student within 48 hours after the occurred incident. The director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the School Director will call a grievance committee hearing within 24 hours of receipt of the report. The committee will consist of the Director, instructor and/or appropriate staff member. Additionally, those involved in the incident must be present at the time of the hearing. The committee will immediately meet in the absence of those involved to review the evidence and vote on a decision. The decision of the committee will be communicated immediately. If the decision is unacceptable, the student must, within 24 hours of the hearing, send copies of all documents and a cover letter explaining why the decision is unacceptable.

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

REFUND POLICY

Right to Cancel: A student of the Institution has the right to a full refund of all charges, less the \$75 registration fee, if the student cancels his/her enrollment agreement on the first day of instruction, or the 7th day after enrollment, whichever is later. Refunds will be paid within 45 days after Christine K Beauty School receives written notice of cancellation and the student's withdrawal has been determined.

Cancellation must be done in Writing. You do not have the right to cancel by calling the school or by not coming to the course. To cancel the contract, please mail or deliver a signed and dated copy of the Cancellation Notice, or a written notice of the same effect to: Christine K Beauty School, 1394 Tully Road, Suite 203, San Jose, CA 95122.

If you received any equipment from the school which the enrollment contract indicates that you must return if you cancel enrollment you must return the equipment within 30 days of the date you sign a cancellation notice or otherwise request

cancellation. If you do not return the equipment within this 30 day period, the school may deduct the amount the school paid for the equipment from the refund amount due to you and you may keep the equipment.

Even if you withdraw more than seven days after the course enrollment or after the first day of class, you may be entitled to a partial refund. You have a right to withdraw from school at any time. If you only completed 60 percent or less of the course, you may receive a refund pro-rated based on the uncompleted portion of the course less the cost to the school of any unreturned equipment and a registration fee not to exceed \$75.00. The refund shall be calculated in the following manner and shall be made within 45 days after the date the school receives the student's written Notice of Cancellation.

If after a student enrolls, the school is permanently closed and no longer offers instruction, the student will be entitled to a pro-rated refund of tuition as stated in this refund policy and the enrollment agreement. If a course is canceled subsequent to a student's enrollment, the school shall at its option either provide a full refund of all monies paid, or provide completion of the course. If an applicant is not accepted for enrollment by the school, all monies paid will be refunded to the student immediately.

If a student obtains a loan to pay for a program, the student will have the responsibility of repaying the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Enrollment Time is defined as scheduled hours of attendance. It is the portion of the course scheduled to be completed between the actual starting date and the date of the student's last day of physical attendance in the school.

$$\frac{(\text{Contract Price}^1 - \$75 \text{ reg. fee})}{\text{Number of hours of instruction in the contract period}} = \text{Per unit Cost of Instruction}$$

$$\frac{(\text{Amount Paid for Instructions} - \$75)}{\text{Per unit cost of Instruction}} = \text{Total number of hours for which the student has paid}$$

$$\text{Total number of hours for which student has paid} - \text{Number of hours which could have been completed when student dropped} = \text{Number of hours which were paid for but not received when student dropped}$$

$$\text{Amount Paid for Instruction}^2 \times \frac{\text{Number of hours which could have been completed when the student dropped}}{\text{Total Number of hours for which the student has paid}} = \text{Initial Refund Amount}$$

$$\text{Initial Refund Amount} + \text{Cost of Returned Equipment} = \text{Actual Refund Amount}$$

¹ "Contract Price" refers to the amount of tuition , fee and all other costs for which the student has contracted to pay EXCEPT the value of equipment, books, and supplies

² "Amount Paid for Instruction" refers to the total amount paid to the school for tuition, fees and all other charges for which the student has paid EXCEPT the value of equipment, books, and supplies

Note: this institution calculate refunds under the State AB 1402/4052 requirements as stated above, and the National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS), and the Federal Department of Education's refund (DOE) requirements under PL 102-325, Sec 484B. The refund which delivers the highest refund amount to the student's benefit is the refund which is used. See the school administrator for the DOE or NACCAS refund requirements. In most cases the State refund policy will deliver the highest refund amount to the student's benefit.

Please note that the date of cancellation will be the postmarked date or the date the written request was delivered to the school administrator or owner. This policy applies whether or not the student has actually begun training.

HYPOTHETICAL REFUND EXAMPLE

A student enrolls in a 1,600 hour cosmetology course, pays \$5,125.00 for tuition, \$75.00 for registration, and \$300.00 documented cost to the institution for equipment as specified in the enrollment agreement. He withdraws after completing 600 hours without returning the equipment he obtained due to sanitary reasons. The pro-rated refund to the student would be based on the calculation stated below. If the student were able to return the equipment in good condition within 30 days following his withdrawal, the institution would refund the charge for the equipment returned.

$$\frac{(5,125-75)}{1,600} = 3,156 \qquad \frac{(5,125-75)}{3,156} = 1,600 \qquad 1,600 - 600 = 1,000$$

$$(5,125-75) \times \frac{1,000}{1,600} = \$3156.25 \qquad \$3145.25 - \$0 = \$3156.25$$

BANKRUPTCY

The institution has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed any petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

STUDENT TUITION RECOVERY FUND (STRF) STATEMENT

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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

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.

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

For further information or instructions, contact, Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818.

Christine K Beauty School

1394 Tully Road, Suite 203-204, San José, CA 95122 (408) 297-1091

COSMETOLOGY COURSE CURRICULUM

The cosmetology course of instruction for students enrolled in the program requires 1600 hours of practical training and technical instruction covering all practices of cosmetology, including additional training in customer interaction, courtesy and professionalism, basic business practices, building clientele and retail sales.

There are three hundred thirty-five (335) hours of technical classroom instruction in the science and practice of cosmetology and 1265 hours of applied effort for the minimum number of practical operations. The subjects and hours are listed below:

SUBJECTS	TECHNICAL HOURS	PRACTICE HOURS
Barbering & Cosmetology Act, Rules and Regulations	20	
Cosmetology Chemistry	20	
Health and Safety	20	
Theory of Electricity	5	
Disinfection and Sanitation	20	10
Bacteriology, Anatomy, Physiology	15	
Wet Hair Styling	25	200
Thermal Hair Styling	20	120
Permanent Waving	20	160
Chemical Straightening	20	80
Hair Cutting	20	180
Hair Coloring, Bleaching	40	210
Scalp and Hair Treatments	5	20
Facials		
a) Manual Facials	5	20
b) Electrical Facials	10	25
c) Chemical Facials	10	25
Eyebrow Arching and Hair Removal	10	20
Make up	15	20
Manicuring and Pedicuring		
a) Water and Oil Manicure	5	35
b) Complete Pedicure	5	20
c) Artificial Nails	25	120

California State Law requires a minimum completion of 1600 hours in Cosmetology in order to apply for the state Cosmetology license examination.

GRADUATION REQUIREMENTS

Completion of at least 1600 hours of cosmetology training including all practical operations, technical instruction, and exams with a score of 70% or better, and a mock board examination. All tuition, fees, and charges must be paid in full prior to the release of final documents, including diploma and transcripts.

Christine K Beauty School

1394 Tully Road, Suite 203-204, San José, CA 95122 (408) 297-1091

BARBERING COURSE CURRICULUM

The barbering course of instruction for students enrolled in the program requires 1500 hours of practical training and technical instruction covering all practices of barbering, including additional training in customer interaction, courtesy and professionalism, basic business practices, building clientele and retail sales.

There are two hundred ninety (290) hours of technical classroom instruction in the science and practice of cosmetology and 1210 hours of applied effort for the minimum number of practical operations. The subjects and hours are listed below:

SUBJECTS	TECHNICAL HOURS	PRACTICE HOURS
Barbering Board Act, Rules and Regulations	20	
Barbering Chemistry	20	
Health and Safety	20	
Theory of Electricity	5	
Disinfection and Sanitation	20	10
Bacteriology, Anatomy, Physiology	15	
Wet Hair Styling	25	275
Thermal Hair Styling	20	275
Permanent Waving	20	70
Chemical Straightening	20	25
Hair Cutting	40	400
Shaving	20	40
Rest Facials	20	40
Hair Coloring, Bleaching	20	50
Scalp and Hair Treatments	5	25

California State Law requires a minimum completion of 1500 hours in Barbering in order to apply for the state Barber license examination.

GRADUATION REQUIREMENTS

Completion of at least 1500 hours of barbering training including all practical operations, technical instruction, and exams with a score of 70% or better, and a mock board examination. All tuition, fees, and charges must be paid in full prior to the release of final documents, including diploma and transcripts.

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MANICURING COURSE CURRICULUM

The manicuring course of instruction for students enrolled in the program requires 400 hours of practical training and technical instruction, including additional training in customer interaction, courtesy and professionalism, basic business practices, building clientele and retail sales.

The curriculum includes a minimum of one hundred ten (110) hours of technical classroom instruction in the science and practice of manicuring and a minimum of 290 hours of applied effort for the minimum number of practical operations. The subjects and hours are listed below:

SUBJECTS	TECHNICAL HOURS	PRACTICE HOURS
Barbering & Cosmetology Act	10	
Chemistry	10	
Health and Safety, Hazardous Substances	15	
Disinfection and Sanitation	10	20
Bacteriology, Anatomy, Physiology	10	
Water and Oil Manicures	15	60
Pedicuring	10	30
Application of Artificial Nails		
a) Acrylic Artificial Nails	15	80
b) Nail Tips	10	60
c) Nail Wraps and Repairs	5	40

California State Law requires a minimum completion of 400 hours in manicuring in order to apply for the state Manicuring license examination. Students attending full-time are able to complete the course in about 10 weeks.

GRADUATION REQUIREMENTS

Completion of at least 400 hours of manicuring training including all practical operations, technical instruction, and exams with a score of 70% or better, and a mock board examination. All tuition, fees, and charges must be paid in full prior to the release of final documents, including diploma and transcripts.

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ESTHETICIAN COURSE CURRICULUM

The esthetician course of instruction for students enrolled in the program requires 600 hours of practical training and technical instruction covering all practices of skin care, including additional training in customer interaction, courtesy and professionalism, basic business practices, building clientele and retail sales.

There are 190 hours of technical classroom instruction in the science and practice of skin care, and 410 hours of applied effort for the minimum number of practical operations. The subjects and hours are listed below:

SUBJECTS	TECHNICAL HOURS	PRACTICE HOURS
Barbering & Cosmetology Act	10	
Chemistry	10	
Health and Safety, Hazardous Substances	20	
Theory of Electricity	10	
Disinfection and Sanitation	10	10
Bacteriology, Anatomy, Physiology	15	
Facials		
a) Manual Facials	20	80
b) Electrical Facials	30	120
c) Chemical Facials	20	80
Eyebrow Arching and Hair Removal		
a) Tweezers	5	20
b) Wax and Depilatories	20	50
Make up	20	50

California State Law requires a minimum completion of 600 hours in skin care in order to apply for the state Esthetician license examination.

GRADUATION REQUIREMENTS

Completion of at least 600 hours of esthetician training including all practical operations, technical instruction, and exams with a score of 70% or better, and a mock board examination. All tuition, fees, and charges must be paid in full prior to the release of final documents, including diploma and transcripts.

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MASSAGE THERAPY COURSE CURRICULUM

The massage therapy course of instruction for students enrolled in the program requires 600 hours of practical training and technical instruction covering all practices of massage therapy, including additional training in customer interaction, courtesy and professionalism, basic business practices, building clientele and retail sales.

The following is a list of requirements outlined by the school which must be met by the end of course:

SUBJECTS	TECHNICAL HOURS	PRACTICE HOURS
Anatomy and Physiology	50	50
Swedish Massage	40	60
Laws, Rules and Regulations, Limitations	20	
Hydrotherapy Body Treatments	50	20
Deep Tissue Massage	50	60
Reflexology and Acupressure	20	20
Clinic and Business Practice	40	40
Athletic/Sport Massage	40	40

GRADUATION REQUIREMENTS

Completion of 600 hours of massage therapy training including all practical operations, technical instruction, and exams with a score of 70% or better, and a final examination. All tuition, fees, and charges must be paid in full prior to the release of final documents, including diploma and transcripts.

PERMIT REQUIREMENTS

Upon graduation, should students wish to practice the art of massage in an establishment, a permit/business license is required and must be secured by the local city office or police department in the city which you plan on working. Each city maintains certain requirements and fees vary among cities. In order to practice massage therapy in San José, one must successfully pass the National Certification Examination for Therapeutic Massage and Body Work. The school will provide the student with information from the city as well as surrounding cities on obtaining a permit to work in the field of massage therapy as well as assist in the application process.

NATIONAL CERTIFICATION

The National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) is a nationally accredited credentialing body. Graduates from this program will be eligible to apply for certification from the NCBTMB by submitting an original official school transcript or a "Verification of Education Form" completed by the school along with the complete application form, current photograph, photocopy of government issued identification and all necessary fees. Once received and completed, the NCBTMB will send the graduate an Authorization to Test letter or request for any missing information. The candidate will have three months from the time they are deemed eligible to take the exam. For further information, please contact the NCBTMB at 800-296-0664 or visit the website at www.ncbtmb.com.

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PERMANENT MAKE UP APPLICATION COURSE CURRICULUM

TRAINING

The course in permanent make up application is conducted in 3 days, 8 hours a day and prepares students to become fully prepared for a permanent cosmetics career. Success in this industry is directly related to the quality of basic training received and the ongoing education one pursues.

This course offers comprehensive theory and hands-on training and is designed to transform the student with no experience into a knowledgeable and skilled cosmetic artist. Students taking the basic course will graduate with proficiency in performing eyebrows, eyeliner and lip applications.

The advanced course is customized to fit specific needs and includes training in specialized techniques.

Basic Permanent Make Up Application includes, but is not limited to, the following:

- Introduction to Permanent Make Up
- Sanitation, Sterilization guidelines
- Color theory and selection of pigment
- Consultation information
- Client intake forms and after care forms
- Extensive one-on-one training
- Marketing information
- Insurance information
- Certificate awarded upon graduation
- Ongoing telephone and e-mail support

Students receive solid practice before beginning with live models. As part of the curriculum, participants perform procedures on live models on the last day. Students must provide their own models. This concept is designed to encourage self-promotion and early business marketing. During the hands-on, live-model procedures, students receive close supervision. Upon successful completion of the course, technical support and advice can be received via phone call or e-mail.

ORGANIZATIONAL CHART

