

ROYAL Hair Institute

SCHOOL CATALOG

JANUARY - DECEMBER 2012

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GENERAL INFORMATION

I. APPROVAL DISCLOSURE STATEMENT

Royal Hair Institute was granted institutional approval from the Bureau of Private Postsecondary and Vocational Education pursuant to CA Education Code Section 94311. The Bureau's approval means the institution and its operation comply with the minimum standards established under law for occupational instruction by private educational institutions. Institutional approval must be re-approved every three years and is subject to continuing review. Approved is the following course:

BARBER/HAIRSTYLING 1500 HOURS

Minimum standards for the above program of studies are set by the Barbering and Cosmetology Program in accordance with California Education Code Section 94316.12.

INFORMATION

Instruction is in residence with a facility occupancy level that will accommodate 98 students at any one time.

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

Prospective students are encouraged to 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. This school currently has available sponsored programs, government or otherwise, to provide financial assistance for all or portions of tuition and fees.

These include:

- Vocational Rehabilitation
- Job Training Partnership Act
- Royal Hair Institute Financial Plan (On Approved Credit)

Persons seeking to resolve problems or complaints should first contact the Instructor in charge. Requests for further action may be made to the School Administrator.

Unresolved complains may be directed to:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833

All information contained in this catalog is subject to change. Until further notice, information in the content of this school catalog is current and correct, and is so certified by:

Maria Mendoza, President/CEO

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II. HISTORY

The institute was originally operated under the name of Crown Barber College. In 1970, the school was purchased by Keller Enterprises, Inc. and was named Royal Barber College. In 1977, the college expanded to include three adjacent buildings, and once more in 1982, the name was changed to **Royal Hair Institute**. In 2000, the corporation was purchased by Maria Mendoza and is still operated under the name Keller Enterprises, Inc.

The Royal Hair Institute is operating in good standing and has no bankruptcy filed or pending.

III. FACILITIES

Royal Hair Institute is located at 5924 Whittier Boulevard, Los Angeles, CA. The school is on the border of the cities of Montebello and Monterey Park. The school occupies 4,000 square feet consisting of a practical training area with 49 individual stations, one practical training classroom, one theory classroom, an Instructor's Office and an Administrative Office. The school is air conditioned and has adequate rest room facilities. There is ample parking available in the surrounding residential area.

IV. INSTRUCTIONAL EQUIPMENT

Students will be issued minimal supplies covering instruction and practice during the first week of the course. A completed tool kit including all textbooks and equipment necessary for the satisfactory completion of the course will be issued during the second week of attendance.

Each station consists of a chair and back-bar with mirror, cabinets for towels, and linen and soiled material receptacles. There are 18 shampoo units with 10 placed at individual stations with reclining chairs. The school provides 4 hair drying units and portable dermal lamps. All equipment and supplies are used in the profession.

V. MEMBERSHIPS

The institute staff is licensed by the Barbering and Cosmetology Program, and the California Association of Regional Occupational Center.

VI. ADMINISTRATION/CREDENTIALS

Maria Mendoza, Owner/President

Credentials

Licensed Registered Barber and Cosmetologist for 23 years

Licensed Active Barber Instructor for 19 years

Vocational Education Teacher Credential (Clear)

VII. STAFF/CREDENTIALS

Royal Hair Institute does not compensate employees for student recruitment, student attendance, or sales of educational materials.

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ADMINISTRATIVE POLICIES

I. PHILOSOPHY

The educational objective of Royal Hair Institute's student program is to provide quality instruction, guidance and training to our students. This is accomplished by developing a student's basic manipulative skills, sanitation and technical knowledge, safety, judgment, and related occupational practical abilities. The course is designed to meet the eligibility requirements for the California State Barber/Cosmetology Board Examination, and equally as important, in training and preparing students to meet the increasing demand of employers and patrons.

It is to this demand for professionalism that Royal Hair Institute responds by providing its students with the latest information, techniques and instruction in keeping with the growth of the Barber/Cosmetology profession.

In order to maintain a quality program, our instructors are required to update their knowledge by participating in advance programs of current trends in hair cutting, hair waving, hair coloring, salon management, new product development, and teacher training techniques. The instructors, in turn, pass on this knowledge and experience to the students by periodically updating the curriculum and practical training with new procedures and techniques.

II. ADMISSIONS REQUIREMENTS

Students are admitted as regular students under one of the following criteria:

1500 HOUR COURSE OF BARBERING

1. Applicant must be over the age of 18, unless the applicant is a high school student, in which they can enroll at age 16 ½.
2. Must present a photographic driver's license or Calif. I.D. and social security card.
3. Provide proof of completion of the 10th grade (H.S. transcripts) or its equivalent, as required by the Barber Cosmetology Program.
4. Applicant must submit proof of a High School Diploma or its equivalent, i.e. GED, California State Proficiency Test, or documentation from another state or country.
5. In the absence of an actual copy of the High School Diploma or its equivalent, applicant will be required to take an Ability to Benefit Test.

III. ABILITY TO BENEFIT POLICY AND PROCEDURE

Non-High School graduates or its equivalent, will be required to pass the TABS (English) or SAGE (Spanish) ATB admission test, with a minimum score of 50% correct out of 90 questions. Students failing the test may retake another ATB test after a fifteen (15) day waiting period. Students subject to this criteria are referred to as, students admitted under the Ability To Benefit guidelines. All students must have completed the 10th grade in order to take the ATB test.

This test is administered by Bonita Carter, an independent tester and not by school personnel. This test is given on scheduled days at the school's facilities. A current charge of \$20.00 for the test will be paid by the

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applicant. At the time of the ATB admissions test, the test is graded and evaluated, and results are discussed in detail with the applicant.

IV. ENROLLMENT PROCEDURE

Prospective students are encouraged to make an appointment with admissions Staff for interview and tour of the facilities to include a review of course equipment and materials. Following the tour, a test date and time will be arranged for non-high school graduates.

Each candidate is counseled/advised to determine their aptitude for the desired occupation. Once eligibility is determined, the candidate will submit all required proof; pay all enrollment fees, if applicable; complete required enrollment forms, and be advised of requirements for course completions.

The candidate is then informed of the schedule of classes with the following to be submitted on start day:

1. Two (2) 1 – 1 ½" x 1 – 1 ½" black & white or color photographs of themselves.
2. Combination lock/keyed lock.
3. Completion of financial arrangements.

A minor must have a parent or legal guardian present at the time of enrollment.

The Admissions Office is open Tuesday through Friday, 10:00 a.m. -3:00 p.m. An appointment for tour and interview, or enrollment is required.

V. TRANSFER IN CREDIT

Students who have previously attended another Barber School recognized by the State of California will receive credit for such attendance by Royal Hair Institute, when proof of said attendance is presented at the time of enrollment.

VI. NON-DISCRIMINATORY POLICY

The Institute does not discriminate on the basis of sex, age, race, national origin, creed, religion, or disabilities that would not preclude employment within their selected program area in admission, counseling, training, placement employment, or any other activities.

VII. SCHEDULE AND CALENDAR

Classes are scheduled to start monthly as space and facilities for new students become available. Starting dates may vary. Contact the Admissions Office for information regarding the next scheduled class start date.

The school is closed on Sunday and Monday, and the following holidays if they fall on a school day:

New Year's Day
July 4th
Thanksgiving Day
Christmas Day

A special holiday may be declared for emergency or special reasons. Holy Days of all religious beliefs are respected and allowed.

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VIII. NON SMOKING POLICY

Smoking is prohibited on campus except in designated areas. Smoking will be restricted to lunch and breaks only in the outside patio located behind the school.

ACADEMIC POLICIES

I. SATISFACTORY PROGRESS

Royal Hair Institute conducts a course of study to prepare students to meet State requirements for the Registered Barber Examination, as well as refresher and advance courses. Class subjects are designed to comply with State Requirements and changes in the state of the art. The ACADEMIC POLICIES are designated and implemented in order to give each student an opportunity to satisfactorily complete the course of study and prepare for the State Examination. Each and every student, as a condition of continuing in the course, is required to comply with these policies, rules and regulations.

Regulations require that students maintain "satisfactory progress." The satisfactory progress requirements apply to all students in attendance.

DEFINITION

1. An overall academic grade point average of 70% = "C" grade.
2. Practical application of minimum number of services required by both the Barbering and Cosmetology Program and School Regulations.
3. An overall attendance average of 90% of the course term, allowing 10% total absenteeism to include tardiness and leaving early.

II. ATTENDANCE REQUIREMENT

1. The course of student training and total number of hours are established by the State of California. Each student is required to attend school daily, Tuesday through Saturday, during the course term and during the hours stated in the student's Enrollment Agreement with no exceptions unless otherwise permitted in writing by the Administration Office, or with written excused absence.
2. Student, under special circumstances, may arrange a revised school attendance schedule with approval from the Admissions Office or Education Director and amend the Enrollment Agreement to show the days and hours of attendance.
3. Each student must attend Barber Science and Theory classes as assigned, unless excused by an instructor.
4. Each student, when entering or leaving the school, must check in or out on their own time card and must also check in and out for breaks and lunch periods.
5. Full-time students are permitted a thirty (30) minute lunch period and one (15) fifteen minute break Tuesday through Saturday. Part-time students are permitted one twenty (20) minute break each day. Students desiring to leave the school premises at any time during the agreed training hours, excluding lunch and breaks, must first obtain approval from an instructor before departing.

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A. ABSENCES

1. All absences cannot be made up and might jeopardize the student's ability to complete the course during the term stated in the Enrollment Agreement. According to the State Barber/Cosmetology Board, 1500 clock hours must be completed before student is eligible for graduation.
2. Absences may be excused with prior approval of the Admissions Office. Absence for good cause may include, but are not limited to, death in immediate family, illness, or absences previously cleared with the Administration Office. Absence for an extended period of time because of illness will require a written statement from an attending physician before the student will be re-admitted to the school.
3. Satisfactory attendance must be maintained. Absences of three (3) consecutive or four (4) non-consecutive days per month are considered excessive.
4. In the event that a student has five (5) consecutive unexcused absences from school and has not notified the school and received permission to be absent, student may be automatically terminated and the termination date will be the last day of actual attendance.

B. TARDINESS

Students will be deemed tardy if their arrival at the school as indicated on the student's time card exceeds, one (.01) minute after their regularly scheduled time for attendance, e.g. starting time, breaks and lunch period. Students will be docked fifteen (15) minutes from their time if exceeds one (0.1) minute, if exceeds twenty one (.21) minutes half (.5) hour will be docked, etc. Early departures without permission will be treated the same as a tardy. Tardiness and early departures totaling unexcused absences are included in the 10% absenteeism allowance.

C. LEAVE OF ABSENCE

Leave of absence may be given to a student who makes arrangements in writing prior to being absent. Medical absences cannot extend beyond a maximum of sixty (60) days and must be accompanied by a physician's letter. Personal leave cannot extend beyond a maximum of thirty (30) days.

Any infraction of attendance policies will be cause for disciplinary action as stated under Section VI & VII, Disciplinary Action and Failure to Meet Satisfactory Progress Requirements.

III. MAXIMUM TIME FRAME

1. Student Barber (1500 Clock Hours): Students must complete the course within one and one-half (1.5) times the length of the course and defined in the enrollment agreement. For example if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.
2. Refresher and advance students are required to attend school on the days and during the hours, as stated on their Enrollment Agreement.

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IV. COURSE LENGTH AND SCHEDULE

FULL-TIME	DAYS	HOURS PER WEEK	LENGTH
9:00a.m.-5:30p.m.	T-F/SAT 8:30a.m.-5:00p.m.	40HRS	37.5 WKS
PART-TIME	DAYS	HOURS PER WEEK	LENGTH
9:00a.m.-2:00p.m.	T-F/SAT 8:30a.m.-5:00p.m.	28HRS	53.5 WKS
1:30a.m.-5:30p.m.	T-F/SAT 8:30a.m.-5:00p.m.	24HRS	62.5 WKS

Saturday attendance is mandatory for all students unless prior arrangements are made.

V. GRADING POLICY AND PROGRESS SYSTEM

- The Course Outline, as stated on Pages 15, 16 & 17, provides a complete summary of the present course which complies with state requirements.
- A record will be kept of each student's grades for written examinations and class assignments, as well as completion of practical services required. Practical application is monitored by instructors as to services practiced and completed, classes given, and personal advancements. Grades for written examinations and class assignments are as follows:

Rating	Percentage Grade	Letter Grade
Excellent	90 - 100	A
Above Average	80 - 89	B
Average	70 - 79	C
Passing	60 - 69	D
Failing	0 - 59	F

Failure to take an examination or turn in class assignment because of absenteeism will become a 20% = F, until it is made up. The Failing grade must be made up by the 25th of the following month or a grade of "F" becomes a permanent "F". Satisfactory completion of the necessary work in the allotted time will change the "F" to the appropriate grade, a minus 10% late penalty.

- As stated under the Graduation Policy, all practical services prescribed by both the State and the School must be completed two (2) weeks prior to estimated graduation date. When a student has completed the minimum required services, they will still continue to work on them in preparation for the State Barber License.
- Students will receive progress reports showing compliance with Satisfactory Academic Progress at the following times.

1st Quarter	March 1st
2nd Quarter	June 1st
3rd Quarter	September 1st
4th Quarter	December 1st

At completion of the course, students will receive a final progress report showing overall GPA, and completed services and hours.

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5. Students will complete two (2) test phases at the beginning and ending of the course to consist of practical and/or written examinations. These final test scores will be included in the overall grade point average.
6. Students who fall behind in their class work may be required to make-up past assignments by assigned homework, extra class work, and study at school.
7. In the event a student fails to maintain an overall grade point average (GPA) of 70% or better, fails to make-up class assignments and written examinations including practical service requirements, such students may receive disciplinary action as stated under Section VI, Failure to Meet Satisfactory Progress Requirements.

VI. FAILURE TO MEET SATISFACTORY PROGRESS REQUIREMENTS

1. Any student not meeting satisfactory progress requirements in one and/or other areas as listed on Page 7, under Definition, will be scheduled for consultation with a school official. At that time, the student will receive a written notice or be placed on a thirty (30) day probationary period.
2. Probationary students who meet satisfactory progress requirements by the conclusion of the probationary period will be removed from probation.
3. Probationary students who fail to meet satisfactory progress requirements by the conclusion of the probationary period will be deemed not to be making satisfactory progress, and will be terminated at the discretion of the school.

VII. DISCIPLINARY ACTION; TERMINATION

1. Any violation of school policy, rules, and regulations will be cause for disciplinary action.
2. Disciplinary action may take the form of verbal warning, written warning, suspension, probation, re-enrollment (continuance agreement), a request that the student transfer to another school, or termination.
3. Disciplinary action taken is at the discretion of the school and is to include the violation and its seriousness.
4. Students are not permitted to drink alcoholic beverages or non-prescribed drugs on the premises, or appear at the school under the influence of same. A violation of this rule will subject the student to immediate dismissal or termination.
5. A student may be suspended or terminated for falsifying any school admission information and/or any information supplied to the State Board/Cosmetology for application of examination.
6. It is unlawful for any person to engage in the practice of, or attempt to practice barbering without a valid Barber's License issued by the Board of Barbering and Cosmetology. A violation of this rule will subject the student to suspension or termination.
7. It is unlawful for any person to serve as an apprentice under the supervision of a registered barber and be employed by a barbershop or salon owner without a valid certificate of registration as a registered apprentice issued by the board.
8. A student terminated by the School Administration for violation of School Policy, Rules and Regulations, or for failure to maintain Satisfactory Progress, may petition the school for re-admission. A student may be declared eligible to re-enroll at the sole discretion of the School's Education Director. If such permission is granted, the student must sign a Continuance Agreement which requires strict compliance with the school's policies, rules and regulations, and maintenance

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9. of satisfactory progress requirements. Any further infractions of the school's policies, rules and regulations, or failure to maintain satisfactory progress during the re-enrollment period will be ground for automatic termination or transfer of the student.

VIII. APPEALS PROCEDURE

Students who wish to appeal the decision that they are not making satisfactory progress in one of the areas listed under Definition, Page 10, but may be maintaining overall satisfactory progress, may appeal the determination of probation, re-enrollment, termination, or loss of financial assistance by submitting a written request to the Education Director. The letter should describe thoroughly any extenuating circumstances the student feels deserves further consideration and must be accompanied by documentation to verify the same, if possible. The Education Director shall evaluate the appeal within a reasonable time frame and along with the school's President and Administrator, notify the student of their decision.

A student that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress and determined as making satisfactory progress, will be re-entered in the course. Students accepted for re-entering the program that were previously not making satisfactory progress must attain a satisfactory progress status within thirty (30) days of re-entry.

IX. DRUG ABUSE POLICY

The Institute fully supports Drug-Free Schools and Communities Act of the United States Congress. In cooperation with other agencies and organizations, we provide a program of education on the dangers of substance use and abuse. The program uses pamphlets, books, and posters describing the effects that drugs have on physical and mental health. Advising and counseling is provided when deemed necessary, as well as to those who request assistance. We make available to our students informative materials on State, Federal, and local legal sanctions against drug use. Additionally, we provide information on counseling, treatment, and rehabilitation programs in the area.

The above guidelines are in effect for all students. Students have the privilege of consulting the Education Director or Admissions Office on personal problems which may affect performance or attendance. Your cooperation in adhering to the rules and regulation is appreciated and required.

X. DISCLOSURE & RETENTION OF STUDENT RECORDS

The Family Educational Rights and Privacy act of 1974 enables students and their parents, if student is dependant, to inspect and review all information contained in their academic records, including grades, attendance and counseling reports. Students may request a review of their records by written request to the Administration Office. All such reviews will be scheduled during regular school hours under appropriate supervision.

Students have the right to gain access to information pertaining to a student's academic record. Student records can only be released upon written instruction and/or written permission from the student. A fee of \$15.00 will be charged for copies made and such request will be processed within five (5) working days. Students records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the school maintain these records for not more than a five (5) year period.

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ACADEMIC REVIEW PROCEDURES

1. Challenging the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for the challenge.
2. All requests will be reviewed by the Admissions Office, in consultation with the Education Director; and a determination will be made to either retain the records intact or change them.
3. The student may meet with the Education Director and/or Admissions Office and anyone he/she may designate to review the conclusions.
4. Should further review be requested by the student, a disinterested third party with competence in the program will be asked to review the student's records and findings, and make a recommendation to the Education Director for final action.
5. Parental access to records is not permitted unless the student is a dependent, in which case all items in Number 3 and 4 shall apply to parents.

XI. COURSE INCOMPLETES

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

XII. TRANSFER-OUT

1. A student may, with the approval of the Education Director, transfer his or her enrollment to another school. The transfer will be processed as soon as reasonably possible, after the student has given the school a written request for transfer. Only hours paid for may be transferred.
2. Any and all notices, records, or other pertinent information relating to the student's enrollment will be made available to the student, and upon receipt of student's written request, forwarded to the school to which the student is transferring as soon as reasonably possible.
3. All transfers which are voluntary or request by the school will be done in conformity with the Rules and Regulations issued by the Barbering and Cosmetology Program and/or other appropriate State agencies.
4. All tuition payments (hours not paid for) and accounts due for tools, equipment, and/or supplies must be paid in full prior to processing the student's transfer documents by the school.

XIII. SCHOOL RULES OF CONDUCT

A. GENERAL CONDUCT

1. Students shall comply at all times with all rules and regulations issued by the Barber and Cosmetology Program. All students must comply with Business and Professions Code and Title 16 of the California Administrative Code which relate to Barbering, which shall include but not be limited to washing their hands immediately before serving each patron.
2. Student shall not be unruly, loud boisterous, or interfere with the progress of other students.
3. Students shall be in the classroom only for classes they are assigned or during their lunch or break period.
4. Students shall not sit on benches provided by the school when not servicing a patron and shall not sit in client chairs or hang around the receptionist area at any time.

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5. Food shall not be eaten within the school premises except in areas so designated.
6. Students shall not smoke cigars, cigarettes or pipes. Students shall be allowed to smoke cigarettes in designated smoking areas only.
7. Personal radios, cellular phones, beepers or such other electronic equipment are not to be on school premises at any time.
8. Phone calls will not be accepted for students except in extreme emergency cases.
9. Students will not park their cars in front of the school, in the staff parking lot behind the school, or in the alley way. Student cars are to be parked in the residential area surrounding the school where parking is permitted.
10. Student must obtain specific permission to render practical services to other students from an instructor before starting such services. Personal services are a privilege that may be taken away from you. Patrons come first before any personal service.
11. When a student is directed to punch out their time card, he or she must do so immediately and if the circumstance warrant, the student may then discuss the matter with the Education Director.
12. Students will refrain from gossiping, use of vulgarity and instigating problems with school, staff, patrons, and other students.
13. Students are required by law to perform acts of Barbering/Cosmetology while they are clocked in, i.e. attending classes, demonstrations, working on clients, doing personal services, working on mannequin heads, or studying. In order to receive credit for any acts of Barbering/Cosmetology, tickets must be submitted to the receptionist at the end of the day.
14. Students will not have visitors at the school during their regular scheduled hours in school. If this rule is abused, both visitor and student will be required to leave the school premises.

B. SERVICING PATRONS

1. Students must request assistance from an instructor whenever they are in doubt as to proper procedure or techniques.
2. All charges for any services to the public are set by the school; students must not charge any other prices than those set by the school. NO EXCEPTIONS!
3. Students will not time their work on patrons to coincide with or facilitate their own preference for lunch periods, break, dismissal time, another patron, or desire not to perform any more services.
4. Students will not smoke, eat, or drink at any time while servicing patrons. Keep all these items out of your uniform pocket.
5. Students will be attentive and courteous to patrons at all times. Any difficulties with patrons must be brought to the attention of an instructor immediately.
6. Students will not give patrons their home phone numbers. This is taking clientele away from the school, and any student caught doing so may be terminated from attending this school.

C. WORK AREAS, TOOLS, EQUIPMENT

1. When not servicing patrons, students will keep their client chairs, work stand, mirror, tools, implements and surrounding work area neat and clean daily.

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2. After servicing a patron, and if there are no other patrons waiting to be served, students shall completely clean their work area. Failure to perform daily normal clean-up will result in your not being able to clock in for school the next day until this has been completed.
3. When not servicing patrons, students will attend to their tool and implements, study their course material and book, or work on their mannequin heads. Students must remain near or at their own station at all times unless on lunch, break or servicing a client.
4. Students will use towels for the purpose intended only.
5. Do not ask to borrow other student's tools or implements. If yours are broken, get them repaired, or buy a replacement.

D. PERSONAL AND DRESS CODE

1. The school's health and safety policy prohibits students from wearing shorts, tank tops, sandals, hats, sunglasses, etc., at any time while attending school.
2. The school's policy on professional standards requires students to observe the following:
 - a. Student will wear white smocks at all times and they shall be buttoned or zipped-up. Student's smocks will be clean, repaired and pressed at all times. Smocks must be in conformity with school regulation. No long smocks will be allowed. Smocks or other personal items are not to be laundered at the school, and the use of the laundry facilities is limited for school use only.
 - b. Hair styles, beards, make-up, general attire, etc., will be neat and clean before clocking in for school and at all times during the day, with special attention to maintain clean hands and fingernails.
 - c. Prescription tinted glass must be cleared by the school.
 - e. Only tennis shoes or white uniform shoes will be allowed.

STUDENT SERVICES

I. ADVISING/COUNSELING

1. Advising is available to all students. Instructors or advisors will meet with each student to discuss any personal, classroom, or financial problem when needed.
2. Each student will have his/her progress monitored at least four (4) times during the course, as stated in Grading Policy & Progress System, Section V, Page 12. Those students experiencing academic or other problems will be counseled by an Instructor and/or advisor to help overcome whatever difficulty is being experienced. Students are encouraged to take advantage of this service.
3. Students may request additional advising sessions at any time.

II. PERSONAL ATTENTION

Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student's progress. The results of these evaluations are discussed with each student and remedial assignments are made when required.

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III. ACCESS FOR DISABLED STUDENTS

This school is not equipped to assist disabled (wheelchair) students.

IV. HOUSING

The school does not maintain housing for students, nor does it make specific recommendations regarding housing, however, some accommodations are available in the community.

V. TRANSPORTATION

Public bus transportation is available with stops located close to campus. It may also be possible for the school to arrange for transportation by another student, if schedules are compatible.

VI. REFERENCE MATERIALS

The institute maintains a number of reference books, magazines, and other pertinent publications germane to Barbering.

Reference materials are kept for use on the school premises, but can be checked out by special permission of the instructor. In these cases, all materials must be signed for by the student and returned the next school day.

VII. JOB PLACEMENT ASSISTANCE

Job placement assistance is provided to graduate students at no additional charge, however, the school gives no guarantee of employment or income level, nor does the school use placement data as an incentive to entice prospective students to enroll.

COURSE OUTLINE

- I. COURSE NAME **BARBER/HAIRSTYLING COURSE OF STUDY (1500 HOURS) CIP# 12.0402, D.O.T. #330**
or
BARBER CROSSOVER COURSE FOR COSMETOLOGISTS (400 HOURS)

II. COURSE DESCRIPTION

The selected course will cover the required 1500 or 400 clock hours on theory/technical instruction and practical operations covering all practices constituting the art of Barbering. Curriculum includes related instruction in professional ethics, state regulations (state laws), hygiene, bacteriology, sanitation and safety, developing the basic skills in the techniques of barber culture, including scientific rest facials, scalp manipulations, shaving, shampooing, clipper cutting, hair styling, permanent waving, chemical straightening and hair coloring.

III. COURSE GOALS:

The goal at Royal Hair Institute is to develop students into practitioners of the highest caliber, thus increasing their jobs market potential. The knowledge and skill will prepare students who are licensed to work as barbers; hairstylist; platform artist; hair coloring or perm technician; product demonstrator; marketing, sales and salon manager; or owner.

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IV. COURSE CONTENT/REQUIRED HOURS

COURSE CONTENT	BARBER/HAIRSTYLING REQUIRED HOURS	BARBER CROSSOVER REQUIRED HOURS
THEORY (Non-Practical Subjects)	200 Clock Hours	35 Clock Hours
Implements		
Hygiene, Ethics and Professionalism		
Bacteriology and Sanitation, HIV/AIDS and Hepatitis D		
Hair		
Barber & Cosmetology Laws		
History of Barbering		
Health & Safety/Anatomy and Physiology		
THEORY & PRACTICAL SUBJECTS	1100 Clock Hours	330 Clock Hours
Blow drying		
Curling Iron, Comb out		
Scalp Manipulation		
Clipper Haircutting Techniques		
Shampooing		
Hair Coloring/Bleaching		
Permanent Waving		
Hair Relaxing		
OTHER THEORY AND PRACTICAL SUBJECTS COVERED:	200 Clock Hours	35 Clock Hours
Shave		
Health & Safety for Hair Care & Beauty Professionals		
Blow Drying Techniques		
Product Knowledge		
Curling Iron Techniques		
Hair Design		

PRACTICAL (Operation to be Rendered)	Minimum Operation	
Haircuts and Hairstyles	300	50
Shampoos	80	50
Shaves	40	20
Scientific Rest Facials	20	10
Scalp Manipulations	25	10
Hair Waving	65	10
Curling Iron	60	10
Hair Coloring/Bleaching	50	10
Hair Relaxing	40	10
Comb Outs	70	10
Blowdrying	30	10

The 1500 hour course of instruction will now cover less than 200 hours allocated to the practical and/or the theoretical phase of the course in a manner determined necessary by the school, on an individual student basis.

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Theory means instruction by demonstration, lecture, classroom participation or examination.

Practical operations mean actual performance by the student of a complete service on another person or mannequin.

V. COURSE FORMAT (Instructional techniques and methods)

All courses of instruction are taught through a combination of theory, practical demonstration, class assignments and exams, supervised practical work, audio visual aids, and written/practical evaluations. In addition, skilled professionals are invited from within the industry to provide specialized lectures and demonstrations.

VI. GRADUATION REQUIREMENTS

Upon completion of the 1500 Clock Hour Course of Barbering/Cosmetology, the student will be given a Diploma or a Certificate of Attendance based on the following regulations. In no event however, will either certificate and/or graduate papers for application of examination to the State be issued or released until the student has completed the required hours of instruction, theory hours, practical operations, and maintain a GPA (Grade Point Average) of "C" (70%) or better.

1. **Diploma** - A Diploma will be issued to a student who has met satisfactory requirements, to include maintaining an overall 70% grade point average and completion of all required practical services prescribed by the School and State two (2) weeks prior to estimated graduation date. When prescribed services have been completed, the student is still required to work on them for preparation of State Board Examination.
2. **Certificate of Attendance** - Any student not meeting the above requirements of Diploma, or who has been placed on re-enrollment and has not met all areas of satisfactory progress, will receive a certificate stating the course has been attended as prescribed by law.
3. **Special Awards** - Special Awards will be issued to students with Highest Academic Excellence and Perfect Attendance. A Certificate of Appreciation will also be awarded to participants of the promo-team or students who participate in extra-curricular activities.

VII. LICENSING REQUIREMENTS

Registered Barber License - will be granted by the Barbering & Cosmetology Program only after the student has successfully completed and graduated from the Barber course as described previously and passed the Barber Examination with an overall average of 75%.

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TUITION POLICIES

I. TUITION PAYMENT POLICY

All tuition and fees are payable in advance unless other arrangements are made with the school prior to commencing classes.

II. FINANCIAL ASSISTANCE

Financial assistance in the form of public or private agencies that provide assistance to those who are qualified is available. For information on financial assistance, contact the Administration Office.

III. TUITION AND FEE SCHEDULE

Course Title	Tuition	Registration	Books & Supplies	Total Cost
BARBERING	\$6,000.00	\$75.00	\$679.48	6,754.48

Students are expected to complete their training within the maximum time allowed as specified in the Enrollment Agreement. If a student exceeds the time frame outlined in the contract, an extra instruction charge will be made for the balance of the hours required for the completion of the course. An addendum to the enrollment contract will reflect the hours to be completed at the rate of \$8.50 per hour.

Specialized training is charged on a per lesson or special course basis. Tuition for Specialized Courses or subjects is calculated at the time of enrollment. Students are expected to complete their training with the maximum time allowed as specified in the Enrollment Agreement.

***NOTE: Length of time course depends on number of hours student contracts for on a monthly basis, as specified in the Enrollment Agreement.**

The Institute reserves the right to change tuition and fees and make changes without prior notice when necessary. Changes will not affect attending students.

Books/Accessories: All books and school materials are included as part of the student's supplies fee. Books or other materials from the Resource Center are on loan and must be returned prior to the award of a certificate.

IV. STUDENT PROTECTION POLICY - TUITION RECOVERY FUND

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

It is important that students keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid, and records

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which will show the percentage of the course which has been completed. Such records will substantiate a claim for reimbursement from STRF, which, to be considered, must be filed within sixty (60) days following school closure. For further information or instructions, contact:

Bureau for Private Postsecondary Education
2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833

Student Tuition Recovery Fund

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

To be eligible for STRF, you must be a "California resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California resident."

To qualify for STRF reimbursement you must file a STRF application within one (1) year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two (2) years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959.

V. BUYERS RIGHT TO CANCEL AND REFUND RIGHTS

1. You have the right to cancel this agreement for educational service, any equipment or other goods and services, as per the cancellation period. Cancellation period: for programs under fifty (50) days one (1) business day for each ten (10) days; over fifty (50) days, fifth business day following the first class. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at the School address shown on the front page of this Agreement. You can do this by mail, in person, by FAX or telegram to the director of the school listed on front of this agreement. The notice of cancellation, if mailed is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form, it needs only to state you wish to cancel the agreement. You will be given two (2) Notice of Cancellation forms on the first day of class. If you cancel this agreement, School will refund any money that you paid within thirty (30) days after your notice is received.
2. If School has given you any equipment, you shall return it to School within thirty (30) days following the date of your notice of cancellation or, if after the cancellation period, your last date of attendance. If you fail to return this equipment in good condition within the thirty (30) day period, School may retain that portion of payment paid by you, and deduct the cost from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

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3. You have the right to withdraw, from school at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1, School will remit a refund less the registration fee, not to exceed \$75.00 within thirty (30) days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment as specified on the front page of this agreement, and return it in good condition within thirty (30) days following the date of your withdrawal, School shall refund the amount paid by you for equipment. If you fail to return equipment in good condition, within thirty (30) days, School may retain the documented cost of the listed equipment. NOTE: Barber tools and supplies, once used, are not returnable. You are liable for the amount, if any, by which the documented cost for equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within thirty (30) days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay it.
4. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify School of your withdrawal or the actual date of withdrawal; (b) School terminates your enrollment; (c) You fail to attend classes for a three (3) week period without approval; (d) Your fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
5. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

VI. NOTICE OF STUDENT RIGHTS

You may cancel your contract for school without any penalty or obligation, by the date stated below. If you, cancel any payment you have made and any negotiable instrument signed by you will be returned to you with thirty (30) days following the school's receipt of your cancellation notice. Cancellation period: for programs under fifty (50) class days, one (1) business day for each ten (10) class days; over fifty (50) class days, the fifth business day following the first class.

Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your copy of the contract, ask the school for a description of the refund policy.

If you have any complaints, questions, or problems which you cannot work out with the school, call or write:

Bureau for Private Postsecondary and Education
2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833
(916) 431-6959

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If the school closes before you graduate, you may be entitled to a refund. Please contact:

Bureau for Private Postsecondary Education
Department of Consumer Affairs
2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833
(916) 431-6959

VII. NOTICE OF CANCELLATION

1. The Student shall have the right to cancel this agreement for a course in instruction including any equipment of other goods and services included in the agreement, until midnight of the fifth day after the day on which the student attended the first class instruction.
2. Cancellation shall occur when the student gives written notice of cancellation to the School at the address specified in this agreement.
3. The written notice of cancellation, if given by mail, is effective when deposited in the mail property addressed with postage prepaid.
4. The written notice of cancellation need not take particular form and, however expressed if it indicates the Student's desire not to be bound by the agreement.
5. If the Student cancels the agreement, the Student shall have no liability, except as provided in Paragraph 6 and the School shall refund any consideration paid by the Student within thirty (30) days after the School receives notice of cancellation.
6. If the School gave the Student any equipment, the Student shall return the equipment within thirty (30) days following the date of the Notice of Cancellation. If the Student fails to return the equipment with this thirty (30) day period, the School may retain that portion of the consideration paid by the Student equal to the documented cost of the equipment itemized in the agreement and shall refund the portion of the consideration exceeding the price of the equipment. The Student may retain the equipment without further liability.

REMEMBER, YOU MUST CANCEL IN WRITING

You do not have the right to cancel by just telephoning the school or by not coming to class. If you cancel after the fifth business day, any refund due to you or liability for tuition you may owe is determined by the refund policy in this catalog and on the enrollment agreement.

If you have any complaints, questions, or problems which you cannot work out with the school, call or write to:

Bureau for Private Postsecondary Education
2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833
(916) 431-6959 Phone
(916) 263-1897
www.bppe.ca.gov

REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSON

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at 1-800-827-1000.

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Royal Hair Institute - Tool Kit List			
	Qty	Item	Price
First Week			
	1	Chair Cloth	\$13.00
	1	Chair Cloth Clasp	\$3.00
	1	Water Bottle	\$3.00
	1	Tint Applicator Bottle	\$2.50
	1	Shaving Razor	\$10.50
	1	Disinfectant Container	\$18.00
Second Week			
	1	5" Styling Shear	\$59.50
	1	Rat-tail Comb	\$3.00
	6	Plastic Hair Clips	\$2.00
	1	Mannequin Head	\$55.00
	1	Mannequin Head Holder	\$11.00
	4	Dozen Rods	\$15.00
	1	Blow Dryer	\$31.00
	1	Curling Iron	\$14.00
	1	Vent Brush	\$3.00
	1	Style Comb	\$6.70
Fourth Week			
	1	Adjustable Clipper	\$60.00
	1	Outliner Clipper	\$60.00
	2	Flat-top Combs	\$3.50
	1	Taper Combs	\$3.50
	1	Neck Duster	\$8.00
	1	Styptic Powder	\$3.00
	1	Tint Applicator Brush	\$2.00
	1	Clipper Cleaning Brush	\$3.00
	1	Barber Textbook	\$97.00
Sixth Week			
	1	7" Barber Shear	\$32.00
	1	Blending/Thinning Shear	\$35.00
	1	2nd Mannequin Head	\$45.00
	1	Denman Brush	\$10.50
	1	Calligraphy (for Diploma)	\$2.00
	1	Plaque (for Diploma)	\$13.00
		Subtotal	\$627.70
		Sales Tax (8.25%)	\$51.79
		TOTAL COST	\$679.49

I hereby certify that the above tools were issued to me by ROYAL HAIR INSTITUTE on this date:

Print Name _____

Signature _____

Date _____