

JOHN RIDGEL ACADEMY OF BEAUTY

Address of instruction..... 9526 E. Las Tunas Dr.

Temple City, CA. 91780

Phone (626) 285-7112 Fax (626) 285-7113 web-site www.jbcbeautycollege.com

"California Premiere College's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010".

SCHOOL CATALOG

Catalog Issue

January 2012 through December 2012

IMPORTANT STUDENT INFORMATION:

All prospective students will receive this catalog prior to enrollment.

“ 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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA.95833, www.bppe.ca.gov, toll free telephone number (888)370-7589 or by fax (916)263-1897.”

“As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement.”

“Any 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 toll free or by completing a complaint form, which can be obtained on the Bureau’s internet web site www.bppe.ca.gov.”

MISSION STATEMENT:

To prepare our students for rewarding careers in the fields of Cosmetology, Esthetics, Manicuring and Teacher Trainee.

GOALS TO ACHIEVE OUR MISSION:

1. To motivate the desire for learning
2. To provide the skills and knowledge needed to pass the state board examination
3. To teach good behavioral habits for employment
4. To teach communication skills for proper handling of clients

PROGRAM AND INSTRUCTION DESCRIPTION:

COSMETOLOGY: Is described as the technical, (classroom instruction),and practical, (hands on instruction), which prepares the student to pass the Board of Barbering and Cosmetology examination for licensure and meet the job skill demand of the beauty salon. To qualify for a Cosmetology license, a student must complete 1600 hours of which the first 10% of training are freshman status. As a freshman the student will learn the fundamental skills and knowledge in the subjects listed on item 10 graduation requirements below. From 161 hours to 1600 hours, (senior status), the student practices proficiency and speed of all subjects learned on a manikin head, other students and on customers who know that all work in the school is done by students. Weekly written tests on all the subjects and a final exam enforce the knowledge of the acquired subjects.

ESTHETICIAN: Is described as the technical, (classroom instruction), and practical (hands on instruction), which prepares the student to pass the Board of Barbering and Cosmetology examination for licensure and meet the job skill demand of the facial or beauty salon. To qualify for an Esthetician license, a student must complete 600 hours of which the first 10% of the training are freshman status. As a freshman, the student will learn the fundamental skills and knowledge in the subjects listed on item 10 graduation requirements below. From 61 hours to 600 hours, the student practices proficiency and speed of all required subjects on manikins, other students and paying customers who know that all work in this school is done by students. Weekly written tests on all the subjects and a final examination enforce the knowledge of the acquired subjects.

MANICURING: Is described as the technical (classroom instruction), and practical, (hands on instruction), which prepares the student to pass the Board of Barbering and Cosmetology examination for licensure and meet the job skill demand of the nail or beauty salon. To qualify for the manicure license, a student must complete 400 hours of which the first 10% of the training are freshman status. As a freshman, the student will learn the fundamental skills and knowledge in the subjects listed on item 10 graduation requirements below. From 41 hours to 400 hours, the student practices proficiency and speed of all required subjects on manikins, other students and paying customers who know that all work in this school is done by students. Weekly written tests on all the subjects and a final examination enforce the knowledge of the acquired subjects.

TEACHER TRAINEE: For the preparation of the licensed Cosmetologist, Esthetician or Manicurist to be trained to teach and work effectively as an instructor The course is taught in 600 hours and at this time there is no licensure requirement. The course includes technical instruction, teacher demonstrations, lectures with class participation and examinations. Practical examination includes the actual performance by the teacher trainee in teaching techniques and principles. 140 of the 600 hours will be training under the supervision of an instructor qualified by The Bureau for Private Postsecondary Education

GRADUATION REQUIREMENTS:

COSMETOLOGY - Upon completion of 1600 hours and the required subjects below, the student will receive a diploma and may apply to take the California State examination for a Cosmetology license.

Instruction provided in course:

<u>Required Subjects</u>	<u>Required Theory Hours</u>	<u>Required Operations</u>
Laws and Regulations	20	
Health and Safety	45	
Disinfection and Sanitation	20	
Anatomy and Physiology	15	
Hairstyling	65	240
Permanent Waving And Chemical Straightening	40	105
Haircoloring and Bleaching	60	40
Haircutting	20	80
Facial-Manual/Electrical/Chemical	25	40
Eyebrow Beautification/Make-up	25	30
Manicure/Pedicure	10	25
Artificial Nails/Wraps	25	120
Communication Skills	25	

ESTHETICIAN - Upon completion of 600 hours and the required subjects below, the student will receive a diploma and may apply to take the California State examination for an Esthetician license .

Instruction provided in course:

<u>Required subjects</u>	<u>Required Theory Hours</u>	<u>Required operations</u>
Laws and Regulations	20	
Health and Safety	5	
Anatomy and Physiology	20	
Preparation Consultation	20	
Disinfection/Sanitation	30	
Facials	70	
Manual Facial		40
Electrical Facial		60
Chemical Facial		40
Waxing/Depilatories	25	45
Make-up	20	25

MANICURING - Upon completion of 400 hours and the required subjects below, the student will receive a diploma and may apply to take the California State examination for a Manicure license.

Instruction provided in course:

<u>Required Subjects</u>	<u>Required Theory Hours</u>	<u>Required Operations</u>
Barber/Cosmetology Board	10	
Rules and Regulations	10	
Cosmetology Chemistry	10	
Health and Safety	15	
Disinfection/Sanitation	10	
Bacteriology/Anatomy/Physiology	10	
Water and Oil Manicure	15	40
Pedicure	10	20
Acrylic liquid/powder Brush-On Nail	15	80
Artificial Nail Tip	10	60
Nail Repair	5	40

TEACHER TRAINING - 600 credit only, there is no license required. The student will receive a diploma.

<u>Required Subjects</u>	<u>Required Theory Hours</u>
Board of Barbering and Cosmetology	20
Act and Rules and Regulations	
Instructional Techniques - Method of Instruction	60
Organization Techniques	40
Lesson Planning	60
Techniques of Evaluation - Tests	40
Conducting Classroom Instruction and Demonstrations under teacher supervision	140
Clinic Floor Experience	180
Supervising and training or students while practicing on live patrons or doll heads	
Additional Instruction	60

REQUIRED LEVELS OF ACHEIVEMENT FOR ALL COURSES:

- Freshman training - 10% of required hours in course taking
- Instructor approval before advancing to clinic floor
- Examination after each unit of instruction
- Weekly practical evaluations
- Final written examination before graduation
- State Board Mock Test - may be given as a group or individually

GENERAL FACILITY:

John Ridgel Academy of Beauty is centrally located in Temple City CA., easily accessible by bus. It has over 5200 square feet allowing ample space for theory and practical training for the four courses taught, Cosmetology, Esthetics, Manicuring and Teacher training. EQUIPMENT - Dryers, shampoo bowls, heat cap, Marcel Irons, desks, tables, and chairs for student use, facial beds and steamers and all equipment and tools required by the state for the necessary learning environment.

LIBRARY:

There are learning materials such as books, videos and DVDS available to students when their schedule allows. The student may check out any library materials by asking their instructor. The student is responsible for any material checked out.

FACULTY AND THEIR QUALIFICATIONS

This institution's instructors meet the employment qualifications set by the Bureau For Private Postsecondary Education.

Instructors in this institution are:

Alice Hsu - Owner/Director 24 years experience, specializing in Cosmetology, Esthetics and Manicuring

Karen Lai - Instructor 10 years experience, specializing in Cosmetology, Esthetics and Manicuring

Debra Schiava - Instructor 21 years experience, specializing in Cosmetology, Esthetics and Manicuring

ADMISSIONS:

All applicants must possess a high school diploma, proof of high school graduation, GED or ATB prior to being admitted.

All instruction in this institution is given in English. This institution does not offer bilingual instruction. This institution enrolls as students:

Board of Barbering And Cosmetology requirement for licensure, completion of 10th grade and 17 years of age, (this is minimum age).

Applicant must pass an admissions test with a score of 70% or higher.

Applicant hours and operations from another Cosmetology school are accepted for credit when the proof of training document is provided from the previous Cosmetology school.

This institution does not offer special services to out of country students (visa or I-20's).

All eligibility and enrollment requirement information given by the student will be kept in the student school file.

This institution is required to keep all student records for five (5) years.

This institution is not entered in an articulation or transfer agreement with any other college or university;

STUDENTS RIGHTS AND OBLIGATIONS:

STUDENTS RIGHT TO CANCEL: All funds paid will be returned if the student is rejected for enrollment. "The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment which ever is later."

CANCELLATION: Shall occur when written notice of cancellation is given at the institution address. The student may do this by mail, hand delivery, telegram or e-mail. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with pre paid postage.

WITHDRAWAL FROM COURSE: The student has the right to withdraw from the course at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the agreement, which is until midnight of the 7th day following the first class attended, the institution will remit a refund less a registration fee if applicable, not to exceed \$75.00 within 30 days following the student's withdrawal. School shall provide a pro rata refund of non federal student financial aid moneys paid for institutional charges to student who have completed 60% or less of the period of attendance. The school shall advise each student that a notice of cancellation shall be in writing and that a withdrawal maybe effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The refund shall be the amount paid for instruction multiplied by a fraction, the numerator of which the number of hours of instruction which the student has not received, but for which the student has paid, and the denominator of which is the total number of hours of instruction for which the student has paid. If the amount that the student has paid is more than the amount that the student owes for the time attended, then a refund will be made within 30 days of the official withdrawal. If the amount that the student owes is more than the amount already paid, then the student will have to make arrangements to pay the money owed. The official withdrawal date will be the student's notification date or the institution's determination. The student shall be deemed to have withdrawn from the course when any of the following occurs:

1. The student notifies the institution of withdrawal
2. The institution terminates the student enrollment due to academic failure or for violations of its rules and policies stated in the catalog.
3. The student fails to attend classes for 30 day period. Official withdrawal date will be the last date of attendance.
4. The student fails to return on schedule from an approved leave of absence. Termination will be the scheduled date of return. If any portion of the cost of attendance was covered by the proceeds of a loan, then the refund will be sent to the lender. The remaining amount of refund will first be made to the financial aid programs from which benefits were received, in accordance to the order of priority provided in federal regulation. (Read statement on front enrollment agreement, this institution does not offer loans or financial aid).

PROBATION AND DISMISSAL POLICY:

This institution does not have a probation policy.

The following acts are immediate cause for dismissal:

1. Being disrespectful to any staff member
2. Physical abuse of another student, staff member or client
3. Willful disruption in classroom, clinic floor or waiting area
4. Theft of property belonging to another student, client or institution
5. Being under the influence of drugs or alcohol
6. Sale of drugs

For less severe violations of the institution's rules, the student may be suspended after three written warnings. The student may be dismissed after being suspended three times.

STUDENT ATTENDANCE:

Upon enrollment, the student will inform the institution of his anticipated schedule of attendance and it will be listed in the enrollment agreement. Students may attend a full time schedule,(40 hours weekly) or a part time schedule,(20 hours weekly). The student must notify the institution to change schedule and the enrollment agreement will be updated and initialed verifying the change.

LEAVE OF ABSENCE:

The student must notify the institution in writing requesting a leave of absence stating the start date and the return date. This request for leave of absence will be placed in the student's file.

COST FOR EACH PROGRAM OR COURSE:

For each course, the student is charged \$2.00 per hour with no refund on registration or STRF fees for any period of attendance.

	COSMETOLOGY	ESTHETICIAN	MANICURING	TEACHER TRAINING
Registration	\$75.00	\$75.00	\$75.00	\$75.00
Books/Supplies	\$450.00	\$400.00	\$300.00	\$100.00
STRF	\$7.00	\$2.50	\$2.50	\$2.50
Total charges	\$3207.00	\$1202.50	\$802.50	\$1202.50

Payment schedule - monies can be paid in cash, by check or credit card. The student is obligated to pay for registration fee, books and supplies and one term of tuition fee upon enrollment. If the course is 600 hours or less, the student will pay full tuition fee upon enrollment. Upon enrollment, Cosmetology \$1732.00 (one term) - Esthetician \$1680.00 (paid in full) - Manicure \$1,177.50 (paid in full) - Teacher Trainee \$1,380.00 (paid in full). All charges are due and payable prior to completion of program.

FINANCIAL AID PROGRAMS:

This institution does not participate in any federal or state financial aid programs.

STUDENT LOANS:

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

PLACEMENT:

Limited job placement is available to graduates by referrals, however, this institution does not guarantee placement.

STUDENT TUITION RECOVERY FUND:

Student Tuition Recovery Fund collected at time of enrollment is not refundable.

“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 are not eligible for protection from the STRF and you are not required to pay the

STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer and you have no separate agreement to repay the third party.”

“The State of California created the student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

However, no claim can be paid to any student with out a social security number or a taxpayer identification number.

NOTICE OF TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

“The transferability of credits you earn at John Ridgel Academy of Beauty is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the proof of training certificate you earn at Cosmetology, Esthetician, Manicure or teacher trainee program is also at the complete discretion of the institution to which you seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending John Ridgel Academy of Beauty to determine if your proof of training certificate will transfer.”

HOUSING:

This institution does not provide or assist to find housing for students.

STUDENTS RIGHTS:

Grievances Procedures - In this institution, a student may go to the director ALICE HSU with any grievance issue. In director’s absence, the student may go to any instructor with grievance issues.