

2/15/2012



career
academy
of beauty

school catalog
1/1/2012 to 12/31/2013

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table of contents

- ✂ accreditation / approvals
- ✂ courses / mission statement / code of ethics
- ✂ facilities / admin hours / financial aid / start dates
- ✂ admissions policy / ATB / class size / holidays
- ✂ non-discrimination policy / graduation / health considerations
- ✂ job placement / externship / types of employment
- ✂ california state board information
- ✂ tuition fee & schedule / method of payment / S.T.R.F
- ✂ refund policy
- ✂ transfer of credit evaluation / notice of transferability / attendance policy
- ✂ schedule options / leave of absence policy / satisfactory progress policy
- ✂ faculty & staff qualifications
- ✂ California course requirements & course curriculum
- ✂ withdraw policy / probation & dismissal policy / record retention
- ✂ other useful information
- ✂ grievance policy / counseling
- ✂ drug abuse prevention policy / FERPA / campus security
- ✂ student performance fact sheet

accreditation

Career Academy of Beauty is reviewed and fully approved by the National Accrediting Commission of Career Arts & Science (NACCAS). We are accredited for training in Cosmetology, Esthetician, Manicuring and Instructor Trainee courses.

This accreditation allows our Institution to be approved by the Department of Education to offer federal financial aid programs to our students. Accreditation gives us additional recognition with state agencies. CAofB chooses to go through the accreditation process, as we are held to higher standards than solely being a state approved school.

CAofB is accredited by:



National Accrediting Commission of Career Arts & Science
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
(703) 600-7600 <http://naccas.org>

approvals

CAofB is recognized as an eligible institution to participate in the Federal Financial Aid Programs by:

United States Department of Education
400 Maryland Ave. SW
Washington DC 20202

CAofB is a private institution and is licensed to operate by the Bureau for Private Postsecondary Education (BPPE) in the state of California.

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:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Dr Ste #400
Sacramento, CA 95833
(916) 431-6959
<http://www.bppe.ca.gov>

CAofB is approved to offer Veterans Educational Benefits to all eligible participants.

<http://www.gibill.va.gov>

Approval documentation may be reviewed upon request with School Director.

courses offered

COSMETOLOGY	CIP code #12.0401	CA Occ #39-5012	1600 clock hours
ESTHETICIAN	CIP code #12.0409	CA Occ #39-5094	600 clock hours
MANICURING	CIP code #12.0410	CA Occ #39-5092	400 clock hours
INSTRUCTOR TRAINING	CIP code #12.0413	CA Occ #25-1194	600 clock hours

Instruction is held on campus

*Prospective enrollees are encouraged to visit our academy to receive a tour, discuss personal education goals and receive financial aid information prior to enrolling.

mission statement

CAofB is committed to our students from the first day of enrollment to starting their professional career. We train the most hireable and financially responsible graduates.

Our goal is not only to prepare our students to pass the state board examination, but to also incorporate salon techniques, advanced procedures and the business skills needed for future salon success.

We strive to build confident students who adhere to professional ethics and maintain a positive attitude. Our objective is that all students will find the perfect job that suits their professional style and needs. We will support all of our graduates with job placement assistance to ensure a successful future.

code of ethics

The CAofB core values are:

- A passionate commitment to our students
- Sensitivity to the occupational needs of community, state and nation
- Striving for ongoing continuing education in the beauty profession
- Integrity, honesty and fair relationships with students, customers, alumni, regulatory agencies, and community.
- Truthful advertising and honest representations to students and clients
- We will refrain from any criticism that reflects unfavorably on other schools and the beauty industry.
- Not to recruit student or staff who is currently admitted or enrolled at another school offering a similar program of study.
- Create a positive learning environment.
- Have fun!

facilities

CAofB is located in a busy retail shopping center in Orange County on Valley View/Lampson St. in a 10,000 square foot modern facility. Our space has separate areas for Cosmetology students, Estheticians and Manicurist. We have four separate classrooms. There is student break room and a large working clinic floor area with 60 stations for our senior cosmetology students and a separate clinic floor area for Estheticians. CAofB has an 800 sq ft beauty supply store fully stocked with popular professional name brands. We service a large clientele for students to practice on and develop their techniques. CAofB is constantly improving both the teaching curriculum and facilities to meet the criteria for the changing needs of our students to succeed in the beauty industry. Our clinic service area features student computers with online access to research fashion/beauty trends and test review programs. Each theory room is equipped with a projector for PowerPoint, online computer media and visual instructional examples in each classroom. 2 of the classrooms use Smartboards. Cosmetology students will now be able to have online theory access (with password protection) to teacher's class pages, study guides, theory notes and more.

administration hours

Business hours-

Mon- 10am to 4pm

Tues- 10am to 6:30pm

Wed- 10am to 6:30pm

Thurs- 10am to 6:30pm

Fri- 10am to 6:30pm

Sat- 9am to 4pm

financial aid

CAofB participates in several State and Federal financial aid programs. Students may inquire to see if they qualify for any of the following:

- Federal PELL Grants, Direct student loans
- Federal PLUS- parent can borrow money to help their dependents
- Industry Scholarships and other outside organizations
- Institutional Scholarships
- State Department of Rehabilitation
- VA: Veteran's Montgomery Bill & Post 9-11 bill & MYCAA for spouses
- TRA/EDD/WIA: Workforce Investment Act

Make an appointment with our on-site Financial Aid Office for personal assistance.

Please refer to Consumer Information section for detailed explanation on Federal Financial Aid Programs.

enrollment/start days

Start Dates are typically scheduled for the second Tuesday of the month. Please consult CAofB for any updates and/or changes. Upon meeting admission requirements and completing an enrollment appointment with the Administration office (signing enrollment agreement/contract), the student may begin coursework on next available scheduled start date.

COSMETOLOGY & INSTRUCTOR TRAINING- Start Dates

Mar 13, 2012/Apr 10, 2012/May 8, 2012/June 12, 2012/July 10, 2012/Aug 14, 2012/ Sept 11, 2012 Oct 9, 2012/Nov 13, 2012/Dec 11, 2012/Jan 8, 2013/Feb 12, 2013/March 12, 2013/April 9, 2013/May 14, 2013/June 11, 2013/July 9, 2013/Aug 13, 2013/Sept 10, 2013/Oct 8, 2013/Nov 12, 2013/Dec 10, 2013

ESTHETICIAN DAY CLASS-Start Dates (every other month)

Oct 11, 2011/Dec 13, 2011/Feb 14, 2012/Apr 10, 2012/June 12, 2012/Aug 14, 2012
Oct 9, 2012/Dec 11, 2012/Jan 8, 2013/Feb 12, 2013/March 12, 2013/April 9, 2013/May 14, 2013/June 11, 2013/July 9, 2013/Aug 13, 2013/Sept 10, 2013/Oct 8, 2013/Nov 11, 2013/Dec 10, 2013

ESTHETICIAN NIGHT- Every other month-opposite of the day class

March 13, 2012/May 8, 2012/July 10, 2012/Sept 11, 2012/Nov 13, 2012/Jan 8, 2013/March 12, 2013/May 14/2013/July 9, 2013/Sept 10, 2013/Nov 12, 2013

MANICURING-

Manicuring classes will start quarterly depending on interest. See Administration office for next scheduled start date.

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 the enrollment agreement.

admission policy

Enrollment is open to career minded individuals who, in the opinion of the CAofB, would benefit from training and be able to utilize skills for gainful employments. In order to be admitted, students must meet the following criteria:

1. A State or Government issued I.D. (driver's license, military I.D or passport)
2. Minimum of 16 years of age (required to be 17 when applying for license.)
3. Be a citizen or legal resident with valid Social Security number.
4. Student must meet minimum education requirements.
Have a high school diploma, or its equivalent, a transcript showing completion or a certificate of attainment (only applicable for non Title IV financial aid recipients) certified/verified by the high school's state or other recognized agency; or

- a. Have a state-issued credential for secondary school completion if home schooled; or
 - b. Have the ability to benefit from the training by passing and approved ATB exam and have
 - c. completed a minimum of 10th grade. See Ability To Benefit Policy below.
- d. If attending under a training agreement with a government agency, school district or other entity, student must meet minimum California State Licensing Requirements
5. An Aptitude Entrance test may be required to be passed prior to enrolling if communication skills and/or written comprehension are in question during initial interview.

High school diploma

Your high school diploma, transcripts, GED certificate or copy of passed ATB test are all acceptable documentation and is necessary for enrollment. CAofB policy states that if any diploma or certificate is in question than the school will have to verify the legitimacy of that document. If a document cannot be verified than an ATB test will be recommended and must be passed in order to be accepted for enrollment. If high school training was received out of country, transcripts or a copy of the actual diploma along with an English translation will be required.

ability to benefit (atb)

VALID FOR STUDENTS THAT START BEFORE 7/1/2012. If potential student does not have high school diploma or G.E.D. and the academy determines that this person has the ability to succeed in the program, then the student can be admitted as an ATB student when meeting the following requirements:

- Minimum of 18 years of age
- Minimum 10th grade completion
- Passing an outside administered ATB exam

Note: We can provide a referral for local ATB testing. An additional charge will incur.

english language

Our classes will be taught in English. Applicants will need to exhibit basic English skills and will be required to pass our industry admission exam prior to admittance if communication skills are lacking in initial interview.

class size

CAofB prefers to keep class sizes smaller. We achieve this by offering more frequent start dates, closely monitoring class sizes and communication with instructors. With a low student to staff ratio, we are able to provide more personal attention to our students. We may have a waiting list during our busiest enrollment period in fall and the New Year

Holidays

CAofB will be closed on the following days: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. We will respect other religious holidays. A grace period is included in student contract towards such absences.

non-discrimination policy

CAofB does not discriminate on the basis of race, color, ethnic origin, sex, age, religion, handicap, disability and sexual orientation. We do not discriminate against a person's financial status in its admissions, staffing, instruction and or graduation policies.

graduation/credentials earned

Graduation for all courses at Career Academy of Beauty requires:

- *Completion of a "Request to Graduate" school form
- *Meeting minimum hours as per state/school requirements, as per contracted.
- *Completion of all minimum required theory hours and operations
- *Passing all theory exams with a minimum of 75%
- *Passing a written final exam with a minimum score of 75%
- *Passing a practical mock board final exam with outside model
- *Payment of all fees and charges due

An "exit appointment" will be scheduled with the administration office to finalize your paperwork to graduate and notify state board you graduated.

A CAofB diploma will be awarded upon graduation along with other special certificates a student may have earned while attending school. Graduating students may pamper themselves with beauty services on this special day. Friends and family may be invited for an informal procession and celebration on campus.

health and physical considerations

All students must be able to physically handle the hands on requirements that the State of California has set up for obtaining a license. This would include for Cosmetology and Instructor Training, standing for periods of time, wrist and hand movements and some bending. Estheticians and Manicurist spend a larger portion of the time sitting with some standing, hand and wrist movements and some bending.

CAofB complies with section 504 of the Rehabilitation Act of 1973 and the Disabilities Act of 1990. Applicants who are persons with disabilities may apply for admittance to a program. The school will work with the applicant to determine whether reasonable accommodations can be effective and or available and can satisfy all the State requirements to obtain a license in the state of California. A learning disability such as dyslexia can also be considered. Please notify the school Director in writing the type of accommodation needed and the extent of the disability. The school will respond to you within 2 weeks.

job placement/career counseling

CAofB provides ongoing employment referrals to our graduates for life. Salons call us regularly asking for our graduates. We provide opportunities for salon owners, stylist and other licensed professionals to come in, teach advance classes, attend our school events, be special guest judges in our competitions so they can get to know our talented students and offer advice along with recruiting our students. Career counseling is done while in classes for business training, resume designing and with personal one on one training. Counseling is done as often as necessary to check on a student's progress and assess their personal goals.

Although our job list of prospective employers is extensive we cannot guarantee employment. Graduates are expected to make interview appointments with prospective employers. Those that are dedicated will have a high degree of success in the beauty industry.

externship program

We are excited to be able to offer this state approved training program to eligible senior students in our Cosmetology and Esthetician programs. The externship program allows students to attend one day a week in an actual salon or spa as a "free assistant" in place of one of their regularly scheduled school days. This program is a privilege and students can participate if they show responsibility, professionalism, and a "willing to learn" attitude and meet the states minimum hours guidelines. Being an extern is an option and we hope you take advantage of this opportunity.

types of employment by CAofB graduates

- * hairdresser in salon
- * platform artist
- * beauty products rep
- * make-up TV & screen
- * salon management
- * stylist for photo shots, weddings & runway
- * color specialist
- * industry educator
- * salon/spa receptionist
- * skin care specialist
- * salon/spa owner
- * haircutting specialist
- * salon/spa coordinator
- * make-up artist
- * waxing specialist
- * extension expert
- * manicurist and nail enhancement expert

general school rules

Orientation: All students will receive an orientation on their first day and receive a student handbook with a course outline. An overview of student handbook, including school rules & regulations and school policies will be discussed. Kits will be issued on the first day of class. Your teacher will give a class syllabus to you on your first day. Get ready to “embrace change” and have fun!

Uniform/Appearance:

Students are required to wear a school issued name badge and uniform consisting of a CAofB t-shirt with professional style black pants that are ankle length or below. No denim or leggings please. Shoes worn must be low black or white, polishable material, with closed toe and heel, rubber soles like tennis shoes are best (no boots or hard soles). Make up & hair is expected to be styled with a professional salon look everyday with no offensive visible tattoos.

Student Conduct: All students are expected to behave in a professional manner respecting all other students, staff and customers. A positive attitude is a must. The academy will terminate students if their conduct is not in the best interest of the academy. This includes but is not limited to, appropriate treatment of fellow students, staff, clients, property, Internet and other media privileges. Please see student handbook for specifics.

california state board information

Pre-Application for Licensing: We provide pre-application services that allow students to send out applications for exams before finishing their coursework requirements, so that the student will receive test dates early. Typically, test dates will be within three weeks of graduation. Pre-application is offered to students with good attendance and grades. Pre-application is optional, as there is a slight additional fee, but it is encouraged in order to avoid long delays waiting for an exam date following graduation.

California Licensing Requirements:

Our courses are designed to prepare you for working positions, which require licensing, by the State of California. The California State Consumer Affairs Department’s Board of Barbering and Cosmetology requires that applicants be at least 17 years old at time of examination application and have a valid social security number. Certain prior felony or misdemeanor convictions are subject to delay and/or denial of licensing. Contact the Administration Office confidentially for more information.

State Board Licensing Exam Facility:

Upon graduation, students will be required to take a board state exam in order to receive a license to work professionally in the state of California. The examination facility is located in Los Angeles. Each applicant will be required to take and pass a practical and a multiple choice written exam. A model will be needed for the practical portion. Student is responsible for State Board application fees and test kit fees. Upon successfully passing both the written and practical exam, a license will be issued on that day.

tuition & fee schedule
2/15/2012

	Enroll Fee (NR)	Kit (NR)	Extras (NR)	Tuition (NR)	STRF (NR)	Total	Hourly & Make up
Cosmetology	\$125	\$1450	\$1225	\$16,592	\$47	\$19,592	\$10.37/hr
Esthetician	\$125	\$ 985	\$ 500	\$ 7,992	\$25	\$ 9,627	\$13.32/hr
Manicuring	\$125	\$ 950		\$ 2,500	\$10	\$ 3,585	\$ 6,25/hr
Instructor Train	\$125	\$ 350		\$ 3,504	\$10	\$ 3,989	\$ 5.84/hr

(NR: non-refundable) (R: refundable)

Extras-For Cosmetology includes \$300 extension kit, \$425.00 Sassoon ABC cutting book with DVD's and Nuts & Bolts Business program.

Extras-For Esthetician is the \$500.00 Nuts and Bolts Business program

Manicuring kit includes Professional OPI kit and Gel kit.

All kits include textbooks and workbooks. See course list for kit itemization

Method of payment- Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available from CAofB. Federal student aid is available to those that qualify to cover educational expenses. Federal aid may be in the form of grants (no repayment) and loans (must be repaid). It is our policy to require students to make monthly payments whenever possible according to their means. It is also our policy to discourage students from borrowing loan funds unless it is necessary. All Aid received will go toward paying education cost first. Charges are posted in payment periods. Reg. Fee, Kit and book charges are all posted in the first payment period. Please see "consumer information" for detailed Financial Aid information and make an appointment with our Financial Aid office for more assistance.

Institutional scholarships: Scholarships may be offered periodically. Institutional scholarships are offered for a specific time period and are based on either income level or may be a limited promotion. All students who enroll at that time are eligible to apply. Required schedule may apply.

Pre Pay Discount: Students who choose not to apply for financial aid and wish to pay in full by the first day of class can receive a 15% discount off of published tuition charges.

Other incidental charges-

State board fees Cosmetology	\$134.00	Kit exam fee	\$125.00
Esthetician	\$124.00	Kit exam fee	\$125.00
Manicuring	\$119.00	Kit exam fee	\$125.00
Schedule changes & Leave of Absences	\$25.00(2 nd request)	N.S.F fee	\$25.00
Transfer Fee			
\$25.00 ATB	\$100.00	Transcripts	\$25.00
Accident Insurance	\$20.00		

CAofB accepts payments of cash, checks or cashiers checks. Credit cards can be accepted for tuition but prefers to limit charges to under \$1000. MasterCard, Visa, Discover and American express (see Director for special consideration on charge limit)

S.T.R.F.

Student Tuition Recovery Fund (STRF):

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, who is a California resident and prepays 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 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.
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.

This money is collected by this Institution and paid upon your behalf as required by the BPPE.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents whom were students attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident, 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 other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of school.

Uniform

All students are required to be in uniform while in attendance at the school. The uniform consist of a CAofB T-Shirt (provided in kit) along with your own professional style pants (no jeans). You will need closed toe/heel shoes in black or white, low heel like tennis shoes (no boots or slippers). CAofB badge will be worn at all times. CAofB sweatshirts are great when you get cold and are also provided in your kit.

refund policy

Student's Right To Cancel: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the seventh day after enrollment (**seven days from date when enrollment agreement was signed**), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, and that a withdrawal may be 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.

Refund Policy: After the cancellation period, the institution provides a pro rata refund of **all** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student.

A registration fee of up to **\$250.00 is a non-refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student's notification or school's determination.

Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the Financial Aid Office in writing of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the the determination of withdrawal will be the scheduled date of return from LOA.

Return of Title IV: Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been receive that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the

payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

Student Tuition Recovery Fund: If you are not a resident of California, you are not eligible for protection under any recovery from the Student Tuition Recovery Fund, nor is the student entitled to a refund if a third-party payer pays their tuition. The student is responsible for paying the state an assessment amount for the Student Tuition Recovery fund. THIS FEE IS NON-REFUNDABLE.

Refunds: If any refunds are due based on the Return of Title IV calculation **or** based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 3 Perkins Loans, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant, 9 Federal SEOG, 10. Other. This order would apply in accordance to the aid programs available at the institution.

Course Cancellation: If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

School Closure: If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

Late Fees: Payments are due on the 1st of every month unless noted otherwise. Late fees of \$15.00 per month or 1.5% will be assessed to any payment made after the 10th of each month. Unpaid accounts are sent to an outside collection agency and the Academy will charge \$25.00 to process the collection.

NSF Checks: Checks returned due to insufficient funds are subject to a \$25.00 fee.

Course Cancellation: If a course is cancelled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide a future date of Enrollment giving students priority over new enrollments.

School closure: If the school closes subsequent to a student's enrollment, and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at neighboring school

Note: Academic transcripts will not be released until tuition and all charges are paid in full.

student loans

If a student obtains student loans, the student will have to repay the full amount of the loan plus interest, less the amount of any refund (if applicable). If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from the federal student financial aid program fund. (based on exact federal pro-rata refund calculation)

transfer of credit evaluation

California: Prior hours will be granted to students with training from a licensed Cosmetology schools in California with proper documentation. We reserve to right to determine the amount of credit we will accept. Prior hours must be accepted and applied prior to signing an enrollment agreement. We cannot grant hours after you start school.

Out of State/Country: All prior training & experience must be evaluated by the Board of California Cosmetology & Barbering Department to obtain credit. CAofB reserves the right to determine the amount of credit we will accept upon state evaluation.

Students that are accepted for enrollment with prior hours will be charged as follows: enrollment fee, transfer fee, kit and extras, tuition based on hours needed and hourly rate. (refer to tuition & fee schedule)

Students that temporarily withdraw must repeat regular enrollment procedures to re-enter. Prior to six months, students will remain on the same SAP progress for attendance and grace period.

notice concerning transferability of hours

The transferability of hours and/or acceptance of your diploma you earn at CAofB is at the complete discretion of an institution to which you may seek to transfer. If the clocked hours that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CAofB to determine if your clocked hours will transfer.

attendance policy

Student time: Students will have their hours recorded by clocking in daily with electronic scanning. All students must clock in at the start of the day, lunch breaks and at the end of the day. Students will receive credit for any task, operations, services, test and projects completed after each action is verified by the instructor.

Absences:

10% grace period has been added to student contract for any absences or tardiness. Absences must be called in daily to Instructor office. One week without contacting the Academy will be subject to withdraw. If a student is absent more than their allowed 10% of time the will be charged "overage"

Student will be automatically withdrawn on 14th day of absence if an approved leave of absence is not on file.

Any missed course work or tests must be made up during regular school hours according to Instructor syllabus.

Tardiness: All tardiness will be closely monitored; Morning student's theory begins promptly at 8:30am. You are expected to be here on time. Our doors open at 8:00am so arrive early. Students later than 8:37am cannot clock in until the following day.

Grace Period

There is an automatic 10% grace period built into student contract to allow for absences no matter the reason. The grace period gives the student adequate time to complete school. This total time is considered "normal Time" to graduate.

Tuition Overage: Time extensions beyond the original student's contract date on the enrollment agreement will be charged at an hourly rate payable on the first day of each week. This "overage" charge is meant as a penalty for those students that have excessive absences and are taking needed space to finish their training beyond their contracted time. CAofB encourages all students to maintain better than 90% attendance and never go over their contract date.

schedule options

COSMETOLOGY: Starts 2nd Tuesday of every month. Mon thru Fri *or* Tue thru Sat

Full-Time	Full-Time	Part-Time	P/T - Nights
8:30-5pm	Tues- Fri nights	8:30am-2:30pm	Tuesday – Friday
40 hours a week	5-10pm	30 hours a week	5-10pm
10 1/2 months	After Freshmen	14 1/2months	20 hours a week
	8:30-5pm Sat		22 months or
	12 months		15 3/4 months with
			Saturdays

ESTHETICIAN: Starts 2nd Tuesday of every other month – Mon thru Fri *or* Tue-Sat

Full-Time	Part-Time	Nights
8:30am-5pm	8:30am-5pm	5pm-10pm
40 hours a wk	30 hours a wk	20 hours a wk
4 1/2 months	5 1/2 months	8 1/2 months

MANICURING: Starts Quarterly – Mon thru Fri *or* Tue thru Sat

Full-Time	Part-Time	No evenings
8:30-5pm	8:30am-2:30pm	
40 hours a week	30 hours a week	
2 1/2 months	3 1/2 months	

The "months" of time posted are based on actual attendance plus 10% absence
You can graduate 10% faster if you have perfect attendance. A great Goal!

leave of absence policy

Students may request an extended period of time off school for emergency reasons only, reasons such as medical, hospitalization, death in the family or childcare problems. Leaves must be a minimum of one week and requested in writing and approved prior to starting time off. Student may request two leaves during enrollment and both leaves cannot exceed 180 calendar days. Documentation may be required. The first leave of absence is no charge, \$25.00 after that. Students will return from a leave with grades and progress status at time of leaving; however, student must make up missed exams and classes. Contract dates will be extended for time missed during approved leave. Federal student loans will not be disbursed while student is on leave of absence. Students failing to return to school on scheduled return date will be automatically terminated on that date (if you are withdrawn, student loan grace period will revert to the last day of attendance).

satisfactory progress policy

It is required that all students maintain Satisfactory Academic and Attendance (SAP) regardless of enrollment status or financial aid programs student is receiving. Students must meet both the minimum attendance and academic grade requirements to be considered as, "making 'Satisfactory Progress.'" This policy complies with all other school regulations.

PART ONE-ATTENDANCE

ALL STUDENTS ARE EXPECTED TO HAVE 90% ATTENDANCE EVERY MONTH.

That means not missing more than 10% of your time or about 2 absences a month.

Scheduled Hours On your contract	Min 90% attendance To avoid paying overage.
Full time 40 hrs. a week Equals 160 hrs a month	36 hours a week 144 hrs. per month
Part-Time 30 hrs a week Equals 120 hrs a month	27 hours a week 108 hours a month
Part-Time 20 hrs a week Equals 80 hours a month	18 hours a week 72 hours a month

YOUR GOAL IS 90% ATTENDANCE OR BETTER

SATISFACTORY ATTENDANCE:

Although we would like to see students keep their attendance at 90% this may not always be possible. You must attend a minimum 75% of your scheduled class time according to your contract (enrollment agreement) to remain eligible for Financial Aid programs and to be considered to be making satisfactory progress. This is way below the recommended 90% attendance but will still allow you to keep receiving Federal Financial Aid. If your absences are affecting our ability to teach you the required curriculum than counseling may determine that your continued attendance is not in the best interest of CAofB and you may be terminated. If you do miss more than your 10% of the time you will be charged additional tuition (overage

PART TWO - ACADEMICS-

The student must maintain a minimum 'C' average grade of 75% in order to be maintaining Satisfactory Academic Progress. This grade is an accumulated average of all practical and written test scores up to date of the scheduled evaluation. Grade Scale is as follows;

- A- Excellent ---Theory and Practical grades averaged --95-100%
- B- Good -----Theory and Practical grades averaged --86- 94%
- C- Average ----Theory and Practical grades averaged --75- 85%
- F- Failing- --Theory and Practical grades averaged -- 0- 74% (Unsatisfactory Progress)

SAP EVALUATIONS: Student's academic and attendance is monitored to assure the student is maintaining Satisfactory Progress. All students will be evaluated to make sure that minimum grades and attendance is being met based on Gov't payment schedules. Results are posted on your grade sheets and available for review anytime.

Course _____	1 st period		2 nd period		3 rd Period	
	Scheduled Hours _____	Minimum Hours	Schedule Hours	Minimum Hours	Schedule Hours	Minimum Hours
Cosmetology	450 hrs	338	900 hrs	676	1250	938
Esthetician	300 hrs	225	600 hrs	450		
Manicuring	200 hrs	150	400 hrs	300		
Instruc/Train	300 hrs	225	600 hrs	450		

Students that meet the minimum requirements for SAAP are considered to be making Satisfactory Progress until next evaluation period.

WARNING PERIOD: Students who fail to meet SAP standards (due to either lack of attendance and/or low grades) during a given period will be placed on a warning status until the next following evaluation period. Students will be considered to be making SAAP progress and remain eligible to receive aid during the warning period but must improve their attendance or grades by the end of the next period.

PROBATION PERIOD: Students who fail to meet SAP by the conclusion of the warning period will be deemed not to be making SAAP (on Probation) and will lose any remaining eligibility for student federal Title IV funding. If the student is allowed to continue school, the student is responsible for paying the unpaid portion of tuition and fees and any expected tuition overage of contract fees. If payment arrangements cannot be met then the student will be withdrawn.

APPEAL PROCESS: Students may wish to appeal the probation (non-satisfactory progress status). The student must submit a written request to the School Director within 3 business days stating any circumstances the student believes deserve special consideration. (you must include all backup documents) The Director will evaluate the appeal and notify the student within 5 business days of the date the appeal was received. A determination is final.

Reinstatement of aid: A student that prevails upon the appeal process will be determined as making satisfactory progress. A mandatory written plan must be prepared and signed by director and student to assure success in the future. Financial aid eligibility for funds will be reinstated to the student.

Non-Credit Training: Students taking non-credit hours such as 'brush up' "advanced training' or taking do not fall under the SAAP policy or have a contract date.

Leave of Absence: Students taking a leave of absence will have their contract date extended for the exact amount of days on the LOA. Students returning from an authorized leave of absence will be returned to the academic progress status the held prior to the start of the leave of absence. Refer to the Leave of Absence Policy in the Handbook.

Maximum Time Frame for Completion: Students must complete their course within a maximum time frame of 133 % of scheduled program length of the course as stated in the contract (enrollment agreement).

Transfer hours- That have been accepted are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAAP evaluation periods are based on actual contracted hours at CAofB.

Withdraws- SAAP no longer applies to course incompletions. Students re-enrolling within 6 months will be placed back on same SAAP status.

Reentry: Student re-enrollment is under the discretion of the Academy. CAofB will consider accepting prior hours depending on how long a student has been out of school. Partial credit may be given if hours are over a year old.

faculty/staff qualifications

Cari Eisele – Director-CFO

Cosmetology Licensed 1983
6 years Salon Experience
Instructor Licensed 1989
8 years Teaching Experience
24 years Administration & Director Experience
NAB Team Leader

Dayna Pattison- Educational Director

Bachelor of Vocational Education- Cal State Long Beach
Financial Aid Director
Clear Designated Ryan Teaching Credential
Lifetime Community College Teaching Credential
Cosmetology License 1982
Cosmetology California Instructors License 1986
5 years salon experience
23 years Cosmetology School Experience
NAB Team Leader

Sandy Vega - Financial Aid Officer

7 years Administration/Financial Aid Experience
BA degree Business/Finance
Certified Financial Aid Officer

Ernest Ramirez – Financial Aid Officer

6 years Financial Aid experience
2 years college-Business Admin
Certified Financial Aid Officer

Kelley Wiley – Administration

12 years School Experience
17 years Office Administration Experience

Coral Trujillo - Career Consultant

24 years Licensed Hairdresser
15 years Salon Manager
10 years Beauty Supply / Retail Manager
Formal & Wedding Hair Specialist
Active Beauty Industry Advocate
NAB Team Leader

Cindy Allison – Job Placement/Admin Assistant

Career Academy of Beauty Graduate – Cosmetology
3 years Administration Experience
Computer & Graphic Arts Certification
4 years Home Based Education
NAB Team Leader

Kathy Akin - Supervisor / Instructor

Cosmetology and Barber License 1976
Licensed Instructor Cosmetology, Esthetician, Barbering.
Designated Clear Ryan Teaching Credential
Lifetime Community College Credential
10 years Salon Experience
25 years Teaching Experience
Master Colorist
Dermal Institute Training
NAB Team Leader

Cyndee Meseraull – Cosmetology Instructor

Cosmetology License
15 years Salon Experience
Instructor License 1994
14 years Teaching Experience
Toni & Guy Haircutting Instructor Training
NAB Team Leader

Alfred Hong – Cosmetology Instructor

Cosmetology Licensed
24 Years Salon Owner/ Management Experience
Barbering Licensed
Instructor Licensed 1980
21 Years Teaching Experience
Community College Credentials
Clear Ryan Teaching Credentials
NAB Team Leader

Alfred Perez - Cosmetology Instructor

Cosmetology License 1982
Instructor License 1985
3 years Salon Experience
21 years Teaching Experience
Clear Ryan Teaching Credentials
NAB Team Leader

Rosalind Dupre - Cosmetology Instructor

Cosmetology License
Licensed Cosmetology Instructor 1983
24 years Salon Experience
Designated Clear Ryan Teaching Credentials
NAB Team Leader

Tina Nguyen - Cosmetology Instructor

Cosmetology License 1982
Licensed Cosmetology Instructor 1988
20 years Salon Experience
12 years Teaching Experience
Designated Clear Ryan Teaching Credential
NAB Team Leader

Cristina Aguirre - Esthetician Instructor

Esthetician License 1998
8 years Salon and Spa Experience
5 years teaching experience
Salon Owner
Advanced Dermal Institute training
Waxing Specialist
NAB Team Leader

Christinam Tran-Nguyen - Esthetician Instructor

Cosmetology Licensed 1986
Instructor Training Certificate (600 hours)
5 years Esthetician Instructor Experience
19 years Salon Experience
Salon & Beauty Supply Owner
Advanced Dermal Institute Training
NAB Team Leader

Kristina Martinez-Cosmetology Instructor

Cosmetology License 2004
Instructor Training Certificate (600 hours)
10 years salon experience
Master Color Specialist
Make-Up Artist
NAB Team Leader

Sonia Serna Flores- Cosmetology Instructor

Cosmetology License 7 years
Instructor Training Certificate (600 hours)
Salon owner
Color specialist
Haircutting techniques

Lola Strohsack- Cosmetology Instructor

Cosmetology Licensed 13 years
13 Years Salon Experience
Advanced Color specialist
1 year Teaching Experience
NAB Team Leader

California minimum course requirement & curriculums

Cosmetology Course.

The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin

1100 Hours of Technical Instruction and Practical Training in Hair Dressing

Hairstyling (65 hours of Technical Instruction and 240 Practical Operations):

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, Blow-dry styling, Flat Iron, Curling, waving with hot irons. Braiding, Hair Extensions, Up-do's and wedding styles, pin curling, comb-outs. Runway hair.

Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations):

The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide relaxers, curl perms, japanese Straightners, Keratin Smoothing Treatments (Brazilian Blowout).

Hair Coloring and Bleaching (60 hours Technical Instruction and 50 Practical Operations):

The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers, tint touchups, foil weaves, color corrections, funky bright colors, customized color.

Hair Cutting (20 hour Technical Instruction and 80 Practical Operations):

The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting for men and women. You will learn a variety of shaping and texturizing techniques, Modern & Advanced cutting techniques.

200 Hours of Technical Instruction in Health and Safety

Laws and Regulations (20 Hours of Technical Instruction)

Health and Safety Considerations (45 Hours of Technical Instruction)

Disinfection and Sanitation (20 Hours of Technical Instruction)

Anatomy and Physiology (15 Hours of Technical Instruction)

200 Hours of Technical Instruction and Practical Training in Esthetics

Manual, Electrical and Chemical Facials 25 Hours of Technical Instruction and 40 Practical Operations):

The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities electrical apparatus; Chemical Facials include chemical skin peels, packs, masks and scrubs. Eyebrow Beautification and Make-up (25 hours Technical Instruction and 30 Practical Operations):

100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicures

Manicuring and Pedicures (10 hours Technical Instruction and 25 Practical Operations):

The subject of Manicuring and Pedicures shall include, but are not limited to, the following issues:
Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.
Artificial Nails (25 hours Technical Instruction and 120 (nails) Practical Operations)
Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and repairs

Additional Training:

CAofB training goes beyond just State Board training. Included in the Cosmetology course is Nuts & Bolts Business training, resume making, retailing experience, 5 star customer service, Portfolio training to include professional photo shoots and runway hair, student competitions and opportunities to help with community service to give back to our community. Constitution Day.

This curriculum may be updated as the State mandates or as CAofB see necessary to keep up with current trends in the industry. There are always fun and exciting new things going on in the beauty industry!

Kit-

Cosmetology Kit includes, but is not limited to:

Carrying case	Manicuring kit
Scissors & thinning shears	Mannequin heads & holder
Brushes and combs	Rollers/Perm Rods
Blow dryer/curling irons/Flat iron	Extension kit & Remy Hair
Tint supplies	CAofB T-Shirts/Sweatshirts

Pivot Point Textbook ISBN-978-1-934636-66-4 plus online learning access

Workbook ISBN-978-1-934636-75-6

Study Guide ISBN-978-1-934636-78-7

Martin Parsons Long Hair Secrets ISBN-0-9696781-2-6 and DVD

Nuts & Bolts Business program- Workbooks and DVD's

Esthetician Course

The curriculum for students enrolled in a skin care course shall consist of six hundred (600) hours of technical instruction and practical training.

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person. Technical instruction and practical training shall include the following hours:

350 Hours of Technical Instruction and Practical Training in Facials

Manual, Electrical and Chemical Facials (70 hours of Technical Instruction and 140 Practical Operations):

The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks.

European facial, Back Facials, Body Wraps, Microdermabrasion, Hydra Facial, Four Layer Facial.

Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes such as steamers, Galvanic and High Frequency currents, LED light Therapy.

Chemical Facials include chemical skin peels, packs, masks and scrubs. Such as, Murad Glycolics, Dermalogica Multi Vitamin Peel, Enzyme Peels, Vitamin C Peels, Pumpkin Peel.

Preparation (15 hours of Technical Instruction)

The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.

200 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction for each subject-matter as follows:

- Laws and Regulations (10 hours of Technical Instruction):
- Health and Safety Considerations (40 hours of Technical Instruction)
- Disinfection and Sanitation (10 hours of Technical Instruction):
- Anatomy and Physiology (15 Hours of Technical Instruction):

50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up

The required subjects of instruction in Hair Removal shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

- Eyebrow Beautification (25 hours of Technical Instruction and 50 Practical Operations):
The subject of Eyebrow Beautification shall include, but is not limited to, the following issues:
Eyebrow shaping and hair removal techniques, tweezing, waxing hair analysis.
Waxing-to include legs, face, underarms, bikini.
- Make-up (20 hours of Technical Instruction and 40 Practical Operations):
The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.

Additional Training

CAofB training in Esthetics is advanced and fast paced. You will not only learn the basics for State Board but you will learn many modern techniques to be competitive in the working industry. The course includes Nut & Bolts business training, resume making, retailing, 5 star customer service, portfolio training, advanced facial procedures. Community service opportunities and Constitution Day.

This curriculum may be updated as the State mandates or Current trends change.

Kit-

Esthetician kit includes, but is not limited to:

- TZ rolling storage and makeup case
- Dermalogica Professional skin care products
- Professional makeup kit
- Makeup brushes
- Lashes
- Tweezers
- sponges/pads
- CAofB T-shirts/sweatshirts

- Milady Esthetician Text ISBN 978-1-4283-1892-2
- Milady Workbook ISBN 978-1-4283-1894-6
- Nuts & Bolts Business program- Workbooks and DVD's

Manicuring Course

The curriculum consists of four hundred (400) clock hours of technical instruction and practical operations. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

The curriculum for students enrolled in a nail care course shall consist of four hundred (400) clock hours of technical instruction and practical operations. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

The Barbering and Cosmetology Act and the Board's Rules and Regulations. (10)

Cosmetology Chemistry related to manicuring practices. (10)

Health and Safety/Hazardous Substances (Shall include training in chemicals, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.) (15)

Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer a

Bacteriology, anatomy and physiology (10)

Water and oil manicures, including hand and arm massage (15) (40 practical)

Includes polishing and nail art

Complete pedicure, including foot and ankle massage (10) (20 practical).

Acrylic: Liquid and powder brush-ons (15) (80 practical)

Gel nails

Nail tips (10) (60 practical)

Nail wraps and repairs (5) (40 practical)

Students will participate in Constitution Day in September and have the opportunity to be involved in community service events.

Student kit consists of OPI professional kit (acrylic supplies and nail polish with nail tools and wet goods. Gel nail kit and Text book with Study guide in rolling metal case

Milady Textbook ISBN-978-1-4354-9768-9

Workbook ISBN 978-4354-9764-1

Instructor training

The curriculum consists of 600 hours of technical and practical instruction.

There is no state mandate or state exam for this course. This CAofB customize course includes Theory class instruction, practical training, lessons on how to supervise students, oversee clinic floor procedures, write lesson plans, teach theory, power point and live demonstrations. How to give test and review student progress.

Milady Master Educator Text ISBN-978-4283-2151-9

withdraw policy

Student may withdraw at anytime. We request a withdrawal in writing stating current address, phone, reason why student is leaving and signature with a date. The date of this letter will be determined as the determination date. The last date of attendance will be the last date of physical attendance student received any clock hours. Student must clear out lockers or stations immediately. A Refund Calculation will be performed and student will receive a copy by mail no later than 30 days from receiving withdrawal notification. Any refunds are required to be paid will be paid in that 30 days according to Federal and State Law. If the refund calculation determines the student owes a balance at time of withdraw, an invoice will be sent requiring immediate payment. Transcripts will be held until remaining tuition balances are paid. Please refer to your enrollment agreement (contract) for all refund policies.

probation/dismissal policy

CAofB has specific attendance, grade, and rules and regulations that must be adhered to. Students can be terminated for failing to honor said regulations and expectations. CAofB reserves the right to dismiss students that are not representing CAofB in a professional manner and/or fail to promote a professional, positive education environment and behavior in classrooms. Probations can be issued for all of the above if we feel the student has the ability to improve and succeed in the Beauty Industry. If the student fails to come off probation or is terminated, standard refund calculations will be performed based on school determination date of dismissal. Please refer to Withdraw Policy, Satisfactory Progress Policy, Student Handbook and withdraw policy as stated above.

record retention

This institution shall maintain all records, transcript, academic and financial aid records of students for five years after last date of attendance. After 5 years we will only have a transcript of hours available. To request transcripts: complete a request form with required fee and submit to the school directly. Students must have a zero balance on their account (no money owed) to receive transcripts.

other useful information

This catalog information is valid from 9/1/2011 to 12/31/2015

We do not provide residential housing. We are located in a residential neighborhood that consists of mostly family homes and some apartment complexes in North Orange County. Approx. rent in our neighborhood starts at \$500/month and up to rent a room.

The institution has no responsibility to find or assist a student in finding housing.

Vaccination Policy- CAofB does not mandate vaccinations as part of its enrollment requirements. We do encourage all students to stay current on all State and Federal recommended vaccinations including Tetanus.

Policy on copyright infringement and unauthorized distribution of copyright materials. CAofB policy is to enforce the State and Federal laws which prohibits any person from re-using copyrighted material such as photo copying copyrighted material, redistributing information, peer to peer file sharing and the prohibited use of the institution's information technology systems for those activities. Students that are caught may be terminated from the CAofB and face criminal penalties as the law states.

Emergency response & Evacuations- Our facility is single story with 2 exits in the front and the back. If in case of an emergency we advise students to calmly follow emergency exit signs. Fire extinguishers are in each classroom and clearly visible along with backup Flashlights.

We will call 9-1-1, Fire department or Garden Grove police Department if needed.

All students will participate in classes on constitution day.

All Students over the age of 18 are encouraged to register to vote. See Administration for an application or go to <http://www.rockthevote.com>

grievance policy

It is the policy of Career Academy of Beauty to provide a system for the filing of complaints, which includes an appeal process to review decisions. This complete procedure is located in the Student Handbook given to students the first day of school. Any interested party may submit their complaints in writing to school director and include name, complete address, social security number, telephone number, details of the complaint and request of resolution. The school director shall respond to the complaint within ten working days of receipt of the written complaint and either schedule a meeting time or will respond in writing depending on the nature of the complaint. If the school director arranges a meeting, the director shall document the meeting and provide a copy to the complainant. If resolution requires investigation and takes longer than ten working days, the school Director shall respond with an interim reply. The complainant is required to resolve problems through the school's complaint process as stated above before seeking further action. If the complainant wishes to pursue the matter further, a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site (<http://www.bppe.ca.gov>).

counseling

Personal assistance is available to students. Each student is assigned a member of the faculty who shall serve as the student's advisor. Confidential referrals are given to students for a variety of subjects, which include: substance abuse, drug prevention, social services and employment services.

drug abuse prevention policy

CAofB strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff and instructors. Any individual association with CAofB who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call "2-1-1" Or call the National drug treatment hotline 1-855-378-4735

disclosure of educational records (FERPA)

Adult students, parents of minor students and parents of tax dependant students have the right to inspect, review and challenge information contained in student educational records. However a staff member must be present. Education records are defined as files, materials, and documents, which contain information directly, related to a student and are maintained by the institution. CAofB will keep these records for 5 years from the last date of attendance. After this period, all records are destroyed. Students are not entitled to inspect the financial records of their parents in financial aid files. Written consent from the student and/or parents is required before education records may be disclosed to third parties with the exception of the accrediting commissions or governmental agencies so authorized by law.

performance fact sheet

We keep track of how our students are doing in respect to graduation and placement rates. We hope that this Information will help inform you of our school's success for the 2010 calendar year.

COSMETOLOGY

- * 67% or 67 of 119 students scheduled to graduate in 2010 went on to graduate.
- * 92% or 65 of 71 students that took the state board exam in 2010 and received their license
- * 73% or 54 of 74 graduates went on to work in the Beauty Industry/Profession full-time

ESTHETICIAN

- * 78% or 47 of 60 students scheduled to graduate in 2010 went on to graduate.
- * 93% or 42 of 45 students that took the state board exam in 2010 and received their license.
- * 72% or 34 of 47 graduates started working in the Beauty Industry/Profession full time.

MANICURING

- * 91% or 10 of 11 students scheduled to graduate in 2010 went on to graduate.
- * 100% or 11 of 11 students that took the state board exam in 2010 and received their license.
- * 80% or 8 of 10 graduates started working in the Beauty Industry/Profession full-time

INSTRUCTOR TRAINING

- * 100% or 3 of 3 students scheduled to graduate in 2010 went on to graduate
- * 100% or 3 of 3 students started working in the beauty industry/profession full-time

The following wage and salary data was provided by EDD Occupational Employment Statistics based on tax return information for Orange County, California 2010

COURSE	LOW 25 TH Percentile	MEDIAN 50 th Percentile	HIGH 75 th Percentile
COSMETOLOGY	\$ 8.54 hr \$17,76 Salary	\$10.17 hr \$21,140 Salary	\$12.92 hr \$26,873 Salary
ESTHETICIAN	\$12.57hr \$26,145 Salary	\$14.76 hr \$30,709 Salary	\$18.75 hr \$39,000 Salary
MANIURIST	\$ 7.79 hr \$16,203 Salary	\$9.17 hr \$19,075 Salary	\$11.41 hr \$23,732 Salary
INSTRUCTOR	\$21.15 hr \$43,992 Salary	24.88 hr \$51,756 Salary	31.60 hr \$65,728 Salary

The wages listed in the table do not reflect earnings of self-employed, which can be higher depending on location of a Salon, customer tipping practices, and competition from other salons. Your personal initiative and ability to attract and hold regular clients are the key factors in determining your earnings.

Salary Data History- As reported from our graduates-First year working in the Industry

Salary/wage \$ Ranges	Cosmetology 54	Estheticians 34	Manicuring 8	Teacher Training 3
\$5,000 to \$10,000				
\$10,000 to \$15,000	2	2	1	
\$15,000 to \$20,000	4	4	1	
\$20,000 to \$25,000	15	6	4	1
\$25,000 to \$30,000	10	9		
\$30,000 to \$35,000	5	3		
\$35,000 and up	1	2		2
Student not reporting salary	17	8	2	

These figures are in pursuant to Article 16 commencing with Section 94928. All figures have been calculated from California State Board exam reports, RGM graduation statistics, Job Placement Tracking sheets and EDD.

A list of considered employment positions within our field can be found in the course description in our school catalog.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have related to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.”

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for the Private Postsecondary Education at 2535 Capital Oaks Dr #400, Sacramento, CA, 95833 (916) 431-6959 Fax (916) 263-1897

www.bppe.com

We thank you for considering our school for your professional training. We are excited to share your passion and look forward to assisting you in any way to meet your beauty industry career goals.

Dayna Pattison, Diane Kendall & Cari Eisele
Career Academy of Beauty Owners