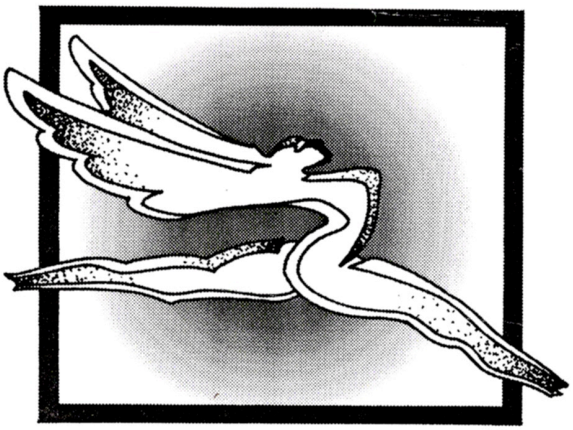

Beyond 21st Century Beauty Academy

Santa Fe Springs

2012 - 2013 Academy Catalog

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APPROVAL DISCLOSURE STATEMENT

BEYOND 21ST CENTURY BEAUTY ACADEMY, located at 13640 Imperial Hwy. Suite 6 - 7 - 8 Santa Fe Springs, CA 90670 is approved to operate by the Bureau for Private Postsecondary Education (BPPE). This means that the Institution and its operation must comply with the standards established under the law for occupational instruction by private postsecondary educational institutions.

Approved are the following courses:

• Cosmetology	1600 Hours	D.O.T.# 332.271-010.CIP#12.0401
• Manicuring	400 Hours	D.O.T#331.127-010.CIP#12.0410
• Esthetician	600 Hours	D.O.T#332.271-010.CIP#12.0409
• Cosmetology Instructor Trainee	600 Hours	D.O.T#332.271-0101.CIP#12.0413

Instruction is in residence with facilities occupancy level accommodating 150 students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the Academy and to discuss personal, educational, and occupational plans with Academy personnel prior to enrolling or signing enrollment agreements.

The following state boards, bureaus, departments, or agencies which set minimum standards for your program of studies in accordance with Education Code Section 94915:

FOR ADDITIONAL INFORMATION REGARDING THIS INSTITUTION YOU MAY CONTACT:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)
P. O. Box 980818
SACRAMENTO, CA 95798
TELEPHONE: (916) 574-7720
www.bppe.ca.gov

BOARD OF BARBERING AND COSMETOLOGY (BBC)
2420 DEL PASO ROAD, SUITE 100
SACRAMENTO, CA 95834
TELEPHONE: (800) 952-510
www.barbercosmo.ca.gov

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES (NACCAS)
4401 FORD AVENUE, SUITE 1300
ALEXANDRIA, VA 22302
TELEPHONE: (703) 600-7600
www.naccas.org

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, Sacramento, CA 95798, (916) 574-7720.
As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov.

All information in the contents of this school catalog is current and correct and is so certified true by:

Mrs. Guadalupe M. Fernandez
Owner/Director

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FROM THE DIRECTOR
WELCOME!!!

Dear Student,
Welcome to BEYOND 21ST CENTURY BEAUTY ACADEMY! We offer you the basic training you will need to pass the State Board of Barbering and Cosmetology examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication and practice on your part. You will practice shop management, basic concepts and the psychology of personal success.

It is a pleasure to have you join us at BEYOND 21ST CENTURY BEAUTY ACADEMY. Our goal is to help you discover your ability to transform your life and other's lives with the training we will be providing you. The degree of your success will depend on the efforts you are willing to apply during the entire course of your training. We look forward to watching you grow!

Sincerely,

Mrs. Guadalupe M. Fernandez
Owner/Director

EDUCATIONAL OBJECTIVES and MISSION STATEMENT

WELCOME to the wonderful world of beauty and hairstyling. BEYOND 21ST CENTURY BEAUTY ACADEMY offers you personalized care with detail attention to your needs and abilities. If you are people oriented and are willing to learn and study, we will help open the door to your future. Beyond 21st Century Beauty Academy was established in 1997 with the goal of bringing positive services to the community. The methods of teaching will reflect all ethnic needs.

At Beyond 21st Century Beauty Academy, our primary objective is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the licensing exams and for our graduates to seek and find employment in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: Hair Stylist, Hair Colorist, Manicurist, Make-up Artist, Beauty Salon Operator, or as an Instructor.

The quality of Beyond 21st Century Beauty Academy faculty is exhibited daily in the classroom and in the clinic. The core staff is supplemented on a regular basis through the use of guest artists, lecturers and trainers with proven expertise for virtually all cosmetology, manicuring and skin care professions. These exciting activities are carried out in an environment that is characterized by: spacious, well lit facility, remodeled to meet functional academy needs, salon type environment especially designed to properly enhance student training.

Beyond 21st Century Beauty Academy welcomes all persons interested in a beauty career. We are happy to have you visit the Academy at any time to see our student facilities, teaching staff and consider the many advantages for our future student. We will be pleased to answer all of your questions.

FACILITY

Beyond 21st Century Beauty Academy is a spacious (3,800 sq. ft) air conditioned, modern facility with many benefits for our staff and students. Our Academy simulates salon conditions to help our students "learn by doing" with modern equipment and a variety of supplies that help enhance the student's product knowledge. A student area is provided for their rest and eating needs. Each student has access to a locker to keep his/her uniform and private articles. Our students learn to practice managing the reception desk, logging patrons, answering the phone and operating a cash register. Our students learn inventory control and assist in operating our supply system. Our objective is to help the student become "salon ready". The capacity of students is 150 at any given time. The Academy does not provide a service for student housing.

STATEMENT of NON-DISCRIMINATION

Beyond 21st Century Beauty Academy does not discriminate on the basis of sex, race, age, color, ethnic origin, or religion, handicap, financial status, and ethnicity, area of origin or residence in its admissions, instruction, or graduation policies.

HANDICAPPED STUDENTS

Access for handicapped students to the institutions facilities is not available at the academy. This academy does not offer special facilities or programs for the handicapped.

HEALTH and PHYSICAL CONSIDERATIONS

Generally, the professionals in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands. The school reserves the right to request physician documentation to verify the student can fulfill the training demands.

ADMISSIONS INFORMATION/HOURS

Applicants for admission may secure enrollment information on Tuesday through Saturday during the following hours:

Tuesday-Friday	9:30 a.m – 5:00 p.m
Tuesday-Thursday	6:00 p.m – 9:00 p.m
Saturday	9:30 a.m – 4:00 p.m

Person to contact regarding information is:
Mrs. Guadalupe M. Fernandez
Call: 562.404.6193

ADMISSIONS POLICY

The admission requirements for Cosmetology, Manicuring, Esthetician and Cosmetology Instructor Trainee are as follows:

Enrollees are admitted as regular students under one of the following criteria:
A) **Applicant must have** a High School Diploma or its equivalent (GED, California State Proficiency Test, Etc.) and pass an admission test (Milady) with a minimum score of 60% as stated in the test publisher's guidelines. For a student who has immigrated to the United States, a copy of a High School diploma or its equivalent and the applicant will be required to write a statement certifying the completion of High School or its equivalent (based on graduation at the end of 12 years of schooling). The school retains the right to test the validity of the high school by checking the listing in the NCES www.nces.ed.gov. If the school is not listed, the school may contact the state where the diploma was issued to confirm its validity.
B) **Students lacking a High School diploma** or its equivalent **must be at least 18 years old** (Compulsory school attendance in California) **must have completed the 10th grade education level or its equivalent** as required by the Board of Barbering and Cosmetology and pass an Ability-to-Benefit exam prior to admission. Students admitted under these criteria will be required to pass one of the Ability-to-Benefit exams approved by the US Department of Education administered by an independent proctor. Students subject to these criteria are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently, our academy is using the Wonderlic Basic Skills Test. This test is approved by the Secretary of Education, Washington DC.
The passing score for this test is as follows: Verbal: 200 or higher and Quantitative: 210 or higher. The test is administered by an independent agency. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit exam. All Ability-to-Benefit students must take and pass the test prior to admission. If you do not pass the exam, re-testing is available after a 1 week waiting period and the independent test agency will explain and provide you with the re-testing products. All ATB students must pass an admission test (Milady) with a minimum score of 60% as stated in the test publisher's guidelines.
C) **Cosmetology Instructor Course** applicants must have a valid California Cosmetology License and a High School Diploma or its recognized equivalent.
D) **Our academy does not recruit students already attending or admitted to another school offering a similar program of study. The academy has not entered into an articulation or transfer agreement with any other college or university.**

CREDIT EVALUATION

Appropriate credit will be granted for prior training or experience upon review and verification by Academy officials of its validity under the Cosmetology Act and the Board of Cosmetology Rules and Regulations. Occasionally, a student acceptance by the Academy will depend entirely on the Board of Barbering and Cosmetology.

RE-ENTRY POLICY

All students who withdraw may re-enter into the program without the loss of credit program hours and provided it is within 5 years from the date of withdraw. All records of the students are stored for 5 years and it is the responsibility of the student to maintain all documents received from the institution. The academy reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the academy before the student is accepted for re-enrollment. A student withdrawn from the Academy is required to pay the re-registration fee of $75.00 for documentation.

CALENDAR/HOLIDAYS

Class schedules for 2011-2012: The following programs are offered: Cosmetology, Manicuring Esthetician and Cosmetology Instructor Trainee. The Academy has open enrollment, and new classes begin every Tuesday.

Cosmetology 1600 hours scheduled completion:
Full Time (35 hours per week) – 11 mo.
¾ Time (30 hours per week) – 13 mo.
Part Time (20 hours per week) – 20 mo.

Manicuring 400 hours scheduled completion:
Full Time (35 hours per week) – 3 mo.
¾ Time (30 hours per week) – 3 ½ mo.
Part Time (20 hours per week) – 5 mo.

Esthetician 600 hours scheduled completion:
Full Time (35 hours per week) – 4 mo.
¾ Time (30 hours per week) – 5 mo.
Part Time (20 hours per week) – 7 ½ mo.

Cosmetology Instructor Trainee:
Full Time (35 hours per week) – 4 mo.
¾ Time (30 hours per week) – 5 mo.
Part Time (20 hours per week) – 7 ½ mo.

The Academy is closed on Sundays, Mondays and the following holidays: Memorial Day, Labor Day, , July 4th, November 24th through 26th, December 23rd and 24th, December 30th and 31st. A "special" holiday may be declared for emergencies or special reasons. Holy days of all religious beliefs are respected and allowed.

NEW STUDENTS

New students must have binder, note paper, black ink pen and pencil for note taking and arrive at school 15 minutes before schedule time on first day to be clocked in and introduced to staff and students.

ORIENTATION CLASS

Orientation is provided to all students and held prior to the first day of class.

FRESHMAN CLASS ENROLLMENT

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass State Board exams. From that initial instruction, you will learn all fundamentals that are the basics for your future career. The hours spent in the freshmen class are as follows:

Cosmetology	400 hours
Manicuring	100 hours
Esthetician	150 hours

TEXTBOOKS, EQUIPMENT and SUPPLIES

Textbooks and kit will be issued at the beginning of the freshman class. Each student will be issued a complete kit of equipment with carrying bag. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The Academy is not responsible for any lost or stolen equipment. Students must learn to be responsible for the tools of their trade.

DISCLOSURE of EDUCATION RECORDS

Adult students and parents of minor students have the right to inspect, review, and challenge information contained in their educational records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Parents of a student who is 18 years of age or older only have access with written consent for each request regardless of whether the student is a dependent for income tax purposes. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the Academy. The Academy will maintain the files for (5) five years. Students are not entitled to inspect the financial records of their parents. Written consent is required by the student, parent/guardian of a minor student before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

GRADUATION REQUIREMENTS/DOCUMENTATION

Students are required to complete all hours and assignments while in training of the respective course in order to achieve graduation. At this time, a graduating student will be presented with a diploma from BEYOND 21ST CENTURY BEAUTY ACADEMY. If the student has reached seventeen (17) years of age and has at least a tenth (10) grade education, he or she is eligible to apply for the State Board examination. All school charges must be paid in full before graduation.

ENGLISH as a SECOND LANGUAGE

This Academy does not offer English as a Second Language (ESL) course. All prospective students that are accepted for enrollment must be proficient in the English language.

PROGRESS POLICY

Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

ACADEMIC ADVISING

Students will be advised on an individual basis for matters pertaining to financial aid, education, and professional growth. The students are to be advised for academic progress as needed and/or at the time of their periodic evaluations. The type of advising will vary according to each student's evaluation. The student's strengths and weaknesses are assessed. In cases of unsatisfactory progress, a formal advising session must be documented on the schools advisement form. A plan for improvement will be made which is understood and agreed to by the student. A copy of the report is filed in the student's personal file and is available for review by the student and for parent/guardian upon request.

CAREER ADVISING

Students are advised individually, as often as necessary or at least every 25% of their program of study to review the student(s) progress and adjustment. Successful salon owners and stylists are scheduled to demonstrate their expertise to the students regularly. This activity supplements the daily advising carried out by the instructors and director. Students may request additional advising sessions at any time.

PLACEMENT

The school does not guarantee placement. However, limited job placement assistance by providing referrals to graduates is available. When the students take their licensing examination, it is recorded as a PASS or RETAKE. Students are encouraged to return for placement assistance by reviewing the lists of salons seeking employees and the requirements, salary, and other pertinent information.

CAREER OPPORTUNITIES

The licensed Cosmetologist, Manicurist, and Esthetician may choose from a variety of jobs within the Cosmetology career. The following vocations are options that may be considered upon graduation.

Cosmetologist Professional Stylist, Skin Care Specialist, Make-up Technician, Nail Technician, Platform Artist, Product Representative, Salon Owner/Manager, State Board Member/Examiner, and Image Consultant

Manicurist Nail Care Specialist, Synthetic Nail Technician, Nail Salon Owner/Manager, Nail Product Representative

Esthetician Skin Care Specialist, Make-Up Technician, Image Consultant, Product Representative, Salon Owner/Manager, Platform Artist, Theatrical Make-Up Artist, Aroma Therapist

Cosmetology Instructor Trainee Cosmetology Instructor/Educator

OCCUPATIONAL OUTLOOK (Bureau of Labor Statistics)

Occupational Employment and Wages, May 2010
39-5012 Hairdressers, Hairstylists, and Cosmetologists

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Excludes "Makeup Artists, Theatrical and Performance (39-5091), "Manicurists and Pedicurists" (39-5092), and "Skincare Specialists" (39-5094).

Many full-time barbers, cosmetologists, and other personal appearance workers put in a 40-hour week, but longer hours are common, especially among self-employed workers. In 2010, about 29 percent of barbers, hairstylists and cosmetologists worked part time, and 14 percent had variable schedules. Some barbers and cosmetologists manage salons, lease booth space in salons, or open their own salons after several years of experience. Others teach in barber or cosmetology schools or provide training through vocational schools. Still others advance to other related occupations, such as sales representatives for companies that sell salon-related products, image or fashion consultants, or examiners for State licensing boards.

- Barbers, cosmetologists, and other personal appearance workers held about 821,900 jobs in 2010. Of these, barbers and cosmetologists held 684,200 jobs, manicurists and pedicurists 76,000, skin care specialists 38,800, and shampooers 22,900.
- About 44 percent of all barbers, cosmetologists, and other personal appearance workers are self-employed. Many of these workers own their own salon, but a growing number of the self-employed lease booth space or a chair from the salon's owner. In this case, workers provide their own supplies, and are responsible for paying their own taxes and benefits. They may pay a monthly or weekly fee to the salon owner, who is responsible for utilities and maintenance of the building.
- Median hourly wages in May 2010 for hairdressers, hairstylists, and cosmetologists, including tips and commission, were $11.13. The middle 50 percent earned between $8.57 and $15.03. The lowest 10 percent earned less than $7.47, and the highest 10 percent earned more than $20.41.

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 and remedial assignments are made when required. Particular attention is given for the California State Board Licensing Examination.

BRUSH - UPS

Students requiring preparation for the licensing exam will be billed at the course hourly rates, depending on which license they are applying for and a registration fee of $75.00. Students must furnish their own equipment.

STUDENT CLOCK HOUR POLICY

The State Board of Barbering and Cosmetology will only recognize time – clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period.

You will be given up to eight (8) minutes to clock in and receive credit for the quarter (1:4) hour. This eight minute period applies to starting of the class day or returning from lunch. A thirty minute lunch break shall be taken when a student attends a (6) six hour class day or more. If you are attending less than a (6) six hour class day and desire to take a lunch break (30 minutes), then a half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom.

At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly time card. The time card must be signed by the students and the instructor daily. **Instructors may not sign a student in or out.**

Time cards reflect the students' daily and weekly record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster. Only black ink pen may be used on student's time card. No other color ink neither white out may be used.

The time cards are the property of the school and must remain in the school at all times. After clocking in you are required to maintain applied effort, maintain personal grooming, remain inside the Academy, refrain from reading material not related to your training and activity not related to your training is not tolerated. If this occurs you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination from the Academy.

TIME CARD CREDIT

The following is a guideline for the instructor to issue credits:

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portions of the time card concerning operations are to be applied efforts of the students as they manually perform practical subjects.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Standards: This institution expects its students to maintain Satisfactory Academic Progress (SAP). In order to maintain SAP as established by this institution, the student must:

1. Maintain a cumulative academic average of "C" (75%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least 2/3 of the scheduled hours indicated on their enrollment contract. For example a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hour per week (2/3 x 30 = 20). Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (21 calendar days) will be dismissed. This standard shall apply to all students except those on an approved leave of absence (see LOA policy). Students who expect to be absent 21 or more days are encouraged to request a leave of absence. In addition to attendance standards relating to Satisfactory Academic Progress, students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined elsewhere in this catalog.
3. Complete the course within one and one – half (1 ½) times the length of the course as defined in the enrollment agreement. For example: if the student has contracted to complete the course within 40 weeks, he or she must complete them within 60 weeks.
4. Students must meet minimum academic and attendance requirements for at least one evaluation period to the midpoint (50%) of the course to be considered as meeting Satisfactory Progress at the end of an evaluation period will be considered to be making Satisfactory Progress until the next evaluation.

Evaluation Periods: Compliance with the Satisfactory Academic Progress is divided into evaluation periods and the student must be in compliance at the end of each payment period. SAP is assessed at the following times:

For Cosmetology Students:

- The point at which 25% of the course is scheduled to be completed
- The point at which 50% of the course is scheduled to be completed
- The point at which 75% of the course is scheduled to be completed
- The point at which 100% of the course is scheduled to be completed

Note: The percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement.
For example: a student enrolled at 100 hours per month would be scheduled to complete a 1600 course in 16 months, allowing no absences.
For the 1600 clock hour cosmetology course, a student will be evaluated at the increments in which the students are scheduled to reach 400, 800, 1200, and 1600 clock hours, if applicable: at the point of which the student is scheduled to reach an additional 400 clock hours beyond scheduled completion, or at actual completion period. For example: a student enrolled in a 40 week, 1600 clock hour program would be evaluated for SAP after the 10th week, the 20th week, the 30th week, and the 40th week. These dates would correspond to the point at which the student was scheduled to have completed 400, 800, 1200, and 1600 clock hours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 400 clock hours, or at the time of actual completion of the remaining hour, whichever occurs first.

For Manicuring/Nail Care Students

- The point at which 25% of the course is scheduled to be completed
- The point at which 50% of the course is scheduled to be completed
- The point at which 75% of the course is scheduled to be completed
- The point at which 100% of the course is scheduled to be completed

Note: The percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement.
Example: a student enrolled at 100 hours per month would be scheduled to complete a 400 course in (4) four months, allowing no absences.
For the 400 clock hour manicurist course, a student will be evaluated at the increments in which the students are scheduled to reach 200 and 400 clock hours.
For example a student enrolled in a 40 week, 400 clock hour program would be evaluated for SAP after the 5th week and the 10th week. These dates would correspond to the point at which the student was scheduled to have completed 200 and 400 clock hours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 200 clock hours, or at the time of actual completion of the remaining hour, whichever occurs first.

For Esthetician and Cosmetology Instructor Students

- The point at which 25% of the course is scheduled to be completed
- The point at which 50% of the course is scheduled to be completed
- The point at which 75% of the course is scheduled to be completed
- The point at which 100% of the course is scheduled to be completed

Note: The percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement.
For example: a student enrolled at 100 hours per month would be scheduled to complete a 600 course in (6) six months, allowing no absences.
For the 600 clock hour esthetician or cosmetology instructor trainee course, a student will be evaluated at the increments in which the students are scheduled to reach 300 and 600 clock hours, if applicable: at the point of which the student is scheduled to reach an additional 300 clock hours beyond scheduled completion, or at actual completion period. For example: a student enrolled in a 40 week, 600 clock hour program would be evaluated for SAP after the 7th week and the 15th week. These dates would correspond to the point at which the student was scheduled to have completed 300 and 600 clock hours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 300 clock hours, or at the time of actual completion of the remaining hour, whichever occurs first.

GRADING SYSTEM

Students are evaluated on a regular basis on theory, practical, and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at 25%, 50%, 75% and 100% of the course hours completed. This evaluation form reflects the overall attendance and academic progress of the student. All other courses consisting of 1000 hours or less, students are issued evaluation forms to be reviewed and initialed at 50% and 100% of the course hours scheduled to complete. This evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (75%) average to maintain satisfactory academic status.
The system detailed below is utilized in the Academy:

Academic Grading

100%-90%	A (Excellent)
89%-80%	B (Above Average)
79%-75%	C (Average)
74%-60%	D (Below Average)
Below 60%	F (Fail)

Academic Progress: Students who fail the SAP standards at the end of a payment period will be placed on academic/financial aid warning. Students receiving Title IV Aid Programs will be eligible for financial aid funds for one subsequent payment period. Students during the academic/financial aid warning period will be considered as making SAP progress during the warning period. If at the end of a payment period following the academic/financial aid warning status, the student fails to make the grade or fails to successfully complete the cumulative hours percentage that could allow the student to complete the course of study within the maximum time frame published, the student will be placed in an ineligible status for financial aid funds. At this point the student will be informed by the institution of his/her ineligibility for future financial aid funds. The student will also be informed of the steps to initiate an appeal process. Students receiving or not receiving Title IV funds will be counseled regarding them not meeting SAP at the end of the evaluation period. In the event such students are allowed to continue with instruction, he/she will be reinstated only after the student has reestablished SAP in accordance with the attendance and grading standards indicated in STANDARDS 1, 2, 3, and 4 of this policy. In the event a student is terminated due to not making SAP, all policies regarding the institutions refund policy will apply. Academic/financial aid warning students who meet SAP by the conclusion of the warning period will be removed from academic/financial aid warning.

Appeal Procedures: Students who wish to appeal the non-Satisfactory Academic Progress status must submit a written request to the institution's director. The letter should be received within (10) ten days of the non-satisfactory progress status determination and must describe any circumstances related to the student's academic standing which the student believes deserves special consideration and the measures that the student has taken to resolve those circumstance in a manner that would not interfere his/her progress again. The director shall evaluate the appeal within (5) five business days and notify the student in writing of his/her decision. Should the students appeal be denied, he/she may appear before a school committee formed by representatives from the administration, faculty and students to present his/her case. The committee shall consist of (3) three current staff members and (2) two current students as needed. The committee shall provide written notice to the student of its decision within (3) three business days. The decision of the committee shall be final.

If the appeal is approved for students receiving Title IV aid funds, the payment period originally placed under eligibility status would be modified to a financial aid probation status. The student will be eligible for aid for the period under financial aid probation. If at the end of the payment period under probation status, the student fails to make the grade or fails to successfully complete the cumulative number of hours percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible for financial aid funds status.

Reinstatement:

Students who prevail upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as satisfactory progress will be re-entered in the course and will be reinstated. Students accepted for re-entering the program that previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation of re-entry. Financial aid eligibility for funds will be reinstated to the student only for that payment period under the probation status.

Re-Entering:

Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.

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

LEAVE of ABSENCE

Occasionally, students may experience extended personal, medical, or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program up to 180 days. A longer six months leave request must be accompanied by a doctor's statement stating the reason and anticipated period of absence. Leave of Absence must be requested in writing by the student and must be approved by the Academy's Director. A Leave of Absence request form must be filled out and a minimum of 100 clocked hours must be completed by the student. The Director must approve a LOA request from a student with fewer than 100 hours. The date of leave and date of return must be stated on the form prior to the Director approving the Leave of Absence. Do not request a Leave of Absence unless you absolutely need one. The Academy may only grant (1) one leave per student. Under no circumstances can the school grant more than a single Leave of Absence within a 12 month period. Students on a Leave of Absence will not be assessed any additional tuition charges. Students returning from an authorized Leave of Absence will retain all credit for clock hours and work projects completed. The student will be returned to the academic progress standing they held prior to the start of the leave. It is the responsibility of the student to meet with the instructor to get missed assignments during the absence or upon return. In addition, the students' original scheduled completion date will be extended to compensate for the time period of the Leave of Absence. Students who fail to return from a Leave of Absence will be considered dismissed as of the last class day of attendance prior to the start of the leave. The refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies within 45 days.

ATTENDANCE STATUS

Full time students are required to be enrolled to attend a minimum of 24 hours per week. Half time enrollment requires a minimum of 20 hours per week. Part time enrollment is defined as more than 20 but less than 24 hours per week. Less than 20 hours per week is less than half time. A full-time student attending is expected to complete 900 clock hours in a period not less than 26 weeks. A part-time student or less than ½ time enrollment is calculated based of the student work load in a payment period. Students must attend a minimum of 67% of the cumulative scheduled hours to maintain satisfactory progress and complete the course within the time allowed.

TARDINESS

A student who is tardy (arrives after 8:39 a.m. or after 6:09 p.m.), can not clock in until after the theory class is over and may not attend the class. Students who are habitually tardy (5 times per month) will be advised, and if tardiness continues a student may be suspended or may be placed on probation until tardiness ceases.

EXCUSED and UNEXCUSED ABSENSES

In case of an illness or emergency on any day, the student must call in to the Academy's Director to report his/her absence before 9:00 a.m. and have supporting documentation. Evening students must report absences by 4:00 p.m. These are considered excused

absences. Any other absences are unexcused. If the student is unable to call, documentation verifying the absence must be brought the following day.

MAKE-UP HOURS/WORK

Students can make-up missed class hours at the end of their scheduled day with supervising instructor approval. All assignments, tests, and homework may be made up. Students who are absent on theory days, whether excused or unexcused, or fail to take a theory test must make up the test within the same month the test was given in.

CONDUCT

Students must comply with all instructions, directions, policies, etc., given by personnel relative to student activities. Insubordination will not be tolerated. Students are expected to conduct themselves in a manner appropriate to a professional work environment. They are at all times required to follow the rules of conduct given to them. If a student's conduct is determined inappropriate by their instructor or other faculty member they will be warned about their conduct and improvement will be expected. If the inappropriate conduct continues, the student shall be terminated by the program.

The Academy will not tolerate the use of drugs or alcohol at any time.

TERMINATION

Any student absent more than three weeks without notifying the Director will be terminated. There are various violations that will result in termination of a student from the Academy. Students at Beyond 21st Century Beauty Academy are always expected to follow the rules of conduct and be a positive influence on other students around them. If they are unable to do this, they will be terminated from the Academy. If a student is terminated from the Academy, they have the right to an appeal. This appeal must be in written addressed to the Academy Director requesting that their case be reevaluated and discuss the changes that have been made to solve the problem that caused the termination. At the discretion of the Director, the student may be readmitted. If not, they will be unable to continue training at Beyond 21st Century Beauty Academy.

Any students involved in theft of any kind, partaking of drugs or alcohol will be terminated immediately and turned over to the proper authorities. Students will conduct themselves in a courteous, efficient, and professional manner at all times. Insubordination is cause for termination. Students will maintain high moral standards and high standards of appearance and attitude at all times. Review and evaluations will be frequent and will be documented by both the supervisor and the student. They are available for review by students over 18 years of age or by parents/guardians upon request. A student may be terminated for violation of any of the school rules. A student may be terminated for failure to maintain satisfactory academic progress. At the Academy's sole discretion, the Academy reserves the right to terminate a student if the student's continued attendance would not be in the best interests of the Academy and or the student body. Students, who wish to pay their own way through school, will be assisted to develop a personal payment program tailored to their individual needs and financial capabilities.

UNIFORMS

Students must furnish their uniforms.

1. No student will be allowed to remain in the school without the proper uniform.
2. School uniform must be worn at all times while clocked in.
3. Mini skirts and shorts above the knee may not be worn.
4. White tennis shoes can be worn any day of the week. Black tennis shoes can be worn Thursday – Saturday.
5. Uniform must be all white Tuesday and Wednesday, all purple on Thursday and all black on Friday and Saturday.

LIBRARY POLICY and PROCEDURE

Books, videos, and any other educational material may be checked out by presenting your weekly time card for day use or your California driver's license or State issued identification card to your instructor to hold until you returned the equipment. If there is a need to borrow any books for use away from the school, prior arrangements must be made with the school Director.

No videos are to be taken from the school premises.

TOOLS and EQUIPMENT

Students will insure that all property of the school remains on the premises at all times. Books and working kits must be paid for before commencing the course and the student is required to have these each day to be ready to do all practices assigned.

TRANSFER/DROP POLICY and PROCEDURE

The Academy will accept clock hours of previous training from another school as allowed by the California State Board of Barbering and Cosmetology. A written request must be received before transcript will be sent.

APPLIED EFFORT

1. Students must maintain at least a "C" average in order to graduate. Students must apply themselves with classes, study and practice while clocked in and have activity recorded on time cards.

2. Under no circumstances may one student clock in or out for another student. This will result in suspension and/or withdrawal.
3. Any student clocked in over six hours must clock out for half hour lunch.

VISITORS

No visitors will be permitted in the Academy except at the discretion of the supervisor. Persons dropping off or picking up a student are to wait outside of the Academy.

CAREERS in BEAUTY

Mastering the art of these careers will qualify you to specialize in hair styling and designing, coloring, permanent waving, trichology, skin care, make – up, manicuring, salon management, instructing and platform artistry. In choosing beauty as a career, you are assured of a rewarding, creative, and innovative future by using our talents to reach and achieve your highest goals.

WHY SELECT THIS CAREER

Many careers become obsolete with the changing times. However, this diverse industry continues to grow and expand and has become the fourth largest career field in the country. The service field is now the biggest growth area of our economy.

SALARIES

A beginning careerist in the beauty industry can realize a comfortable income and the professional with more experience can increase his/her salary substantially. Although the beauty professions are artistic and challenging career in which one's talent can be nourished and expanded, it is attitude and desired which are most important for success. Dependability and ability to interpret a client's desires are most important, and these trails should be emphasized.

GRIEVANCE PROCEDURE

It is the policy of this Academy to handle grievances in the following manner:

1. Fill out grievance form and list all grievances.
2. Deliver all forms to the Owner/Director: Guadalupe M. Fernandez
3. If you are unable to deliver the form to the Owner/Director, you may mail the form to:
   Mrs. Guadalupe M. Fernandez
   13640 Imperial Hwy. Suite 6-8
   Santa Fe Springs, CA 92670
4. All grievances regardless of the nature will be returned over so the owner/director and reviewed.
1. The owner/director will evaluate the grievance and set up an appointment with the person within five days from receipt of the form. If the grievance is an emergency, it will be addressed within twenty four hours.
2. A student or member of the public may file a complaint about this institution with the following:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)
P. O. Box 980818
SACRAMENTO, CA 95798
TELEPHONE: (916) 574-7720
www.bppe.ca.gov

BOARD OF BARBERING AND COSMETOLOGY (BBC)
2420 DEL PASO ROAD, SUITE 100
SACRAMENTO, CA 95834
TELEPHONE: (800) 952-510
www.barbercosmo.ca.gov

NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS AND SCIENCES (NACCAS)
4401 FORD AVENUE, SUITE 1300
ALEXANDRIA, VA 22302
TELEPHONE: (703) 600-7600
www.naccas.org

COMPLAINTS

All complaints will be taken seriously. They are to be addressed first to your Instructor in a calm and courteous manner. If the matter is not resolved, it should then be taken directly to the school owner.
If the student feels that the complaint is of a serious nature, it should be put in writing and submitted to your instructor and the school owner. It needs only to be hand written neatly enough to be legible. Please detail the exact nature of the problem, citing specific concerns. The complaint will then be resolved within five days from receipt of the form.

TUITION POLICIES and FEES SCHEDULE

Course	1st Payment Period	2nd Payment Period	3rd Payment Period	4th Payment Period	Total
Cosmetology					
Tuition (refundable)	3,105.00	3,105.00	2,415.00	2,415.00	11,040.00
Registration Fee (non-refundable)	75.00	-	-	-	75.00
Books & Supplies (non-refundable)	900.00	-	-	-	900.00

STRF (non-refundable)	30.00	-	-	-	30.00
TOTAL					**12,045.00**

Manicuring

Tuition (refundable)	1,380.00	1,380.00	-	-	2,760.00
Registration Fee (non-refundable)	75.00	-	-	-	75.00
Books & Supplies (non-refundable)	475.00	-	-	-	475.00
STRF (non-refundable)	7.50	-	-	-	7.50
TOTAL					**3,317.50**

Esthetician

Tuition (refundable)	2,070.00	2,070.00	-	-	4,140.00
Registration Fee (non-refundable)	75.00	-	-	-	75.00
Books & Supplies (non-refundable)	575.00	-	-	-	575.00
STRF (non-refundable)	12.50	-	-	-	12.50
TOTAL					**4,802.50**

Cosmetology Instructor Trainee

Tuition (refundable)	2,070.00	2,070.00	-	-	4,140.00
Registration Fee (non-refundable)	75.00	-	-	-	75.00
Books & Supplies (non-refundable)	675.00	-	-	-	675.00
STRF (non-refundable)	12.50	-	-	-	12.50
TOTAL					**4,902.50**

Extra Instruction Charges: Students are expected to complete within the time allowed as specified in the Enrollment Agreement. A grace period of two weeks (14 days) will be given to graduating student to complete course hours and assignments. The hourly charge of $6.90 will be charged for additional instruction (if needed) pass the said grace period. An addendum to the enrollment contract will reflect the hours to complete and the rate per hour as follows:

Cosmetology	$6.90
Manicuring	$6.90
Esthetician	$6.90
Cosmetology Instructor Trainee	$6.90

Method of Payment: Financial Aid available for those who qualify to cover educational expenses. Students who wish to pay their own way through school, will be assisted to develop a personal payment program tailored to their individual needs and financial capabilities. Students are expected to contribute from their own family resources toward the student's cost of attendance. Financial aid may be in the form of grants (no repayment required) or student loans (must be repaid). It is the policy of the academy to request from the student whenever possible, to contribute toward their school charges by making monthly or weekly installments in accordance to their means. It is also our policy to discourage students from borrowing loan funds unless is necessary. All estimates of available funds from financial aid will be first used to cover institutional charges; if funds are available, they will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All charges must be paid in full before graduation. All institutional charges must be paid in full before credits/hours may be released. Unpaid credits will be retained by the institution until payment in full is complete. Full payment of all institutional charges is a graduation requirement.

All tuition and fees are due on payable in advance unless other arrangements have been made prior to the commencement of class. THE ACADEMY RESERVES THE RIGHT TO CHANGE THE TUITION FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. SCHOLARSHIPS: At this time our Academy does not award any institutional scholarship incentives. Any change will not affect attending students.

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 then 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 **$75.00 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** 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 termination 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. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Student Tuition Recovery Fund: "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 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. 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. **Amount of STRF Assessment; § 76120.** (a) Each qualifying institution shall collect an assessment of two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars ($1,000) or less, the assessment is two dollars and fifty cents ($2.50).

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents 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 any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

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.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:
The transferability of credits you earn at **Beyond 121st Century Beauty Academy** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **(degree, diploma, or certificate)** you earn in **the respective program** is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) 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 **Beyond 21st Century Beauty Academy** to determine if your **(credits or degree, diploma or certificate)** will transfer.
Academic transcripts will not be released until tuition charges are paid in full.

ACADEMY RULES AND REGULATIONS

We are pleased you have chosen our school and will serve to make the learning process enjoyable. The following set of rules and regulations have been designed to help ensure your success, and define the areas of obligation to which both the student and Staff must adhere.

ATTENDANCE POLICY

- School hours are Tuesday through Saturday 8:30 a.m. to 4:00 p.m. and Tuesday through Thursday 6:00 p.m. to 10:00 p.m. evenings.
- All students must attend school according to their contract. Satisfactory progress must be maintained to ensure continuity of education.
- No Saturday absenteeism is allowed except under emergencies substantiated by a doctor's excuse or as per your contract. If a Saturday is missed unexcused, you will be suspended for two days. A third offense will result in withdrawal from school. In case of illness or emergency on any day, the student must call in the school supervisor to report his/her absence before 8:15 a.m. that morning.
- Students must attend on their scheduled evaluation mock board exams. Any student absent (without a doctor's note) will be suspended for one day.

LEAVE of ABSENSE

- A leave of absence request is necessary if the student is going to miss more than 15 days of school. Please refer to page 8.

TIME CARDS

- Under no circumstances are student time cards to be removed from the school. The time cards are used to accumulate the required hours and operations for the completion of the course. It is the responsibility of the student to see that their time card is completed and accurate and turned in to the office at the end of each week. If a time card is lost or student does not clock in or out, clock hours will not be granted. All accumulated hours must be documented by clock in and out times.
- No less than one hour or more than eight hours a day will be accepted unless authorized. An extra half hour will be allowed only if working on a client. The supervisor must verify any extra time.
- Student must clock in and be in theory class not later than 8:38 a.m. or 6:08 p.m. for evening classes. Any student clocking in late will receive no credit hour.
- Students are not to be excused from scheduled classes to work in the lab.
- Under no circumstances shall student clock in or out another student, this may call for withdrawal.
- Time cards must be kept at school and available for inspection at all times.
- No student is to leave the building unless clock out. Lunch break 30 minutes. Breaks 15 minutes (2 breaks when attending full time 1 break when attending part time.)
- Students will take lunch between 12:30 a.m. and 1:00 p.m., and must be cleared by receptionist at the desk. Student should report to an Instructor if they have not had lunch by 1:30 p.m.

UNIFORMS (DRESS CODE)

- No student will be allowed to remain in school without the proper uniform. School Uniform and tennis shoes must be clean, neat, and must be worn at all times clocked in.
- White tennis shoes must be worn Tuesday through Saturday white. Black tennis shoes can be worn Thursday, Friday, and Saturday only.
- No high heels allowed (shoes with heel).
- Students are encouraged to look as professionals while being students. Every student is required to wear makeup.
- Cosmetology students are freshmen for 400 hours. Manicuring students are freshman for 100 hours. Esthetician students are freshman for 150 hours.
- Rigid adherence to the rules of sanitation and hygiene are required at all times.
- Beauty needs are to be done on the student's own time.
- No hats allowed.

PERSONAL CONDUCT

- Freshmen student must stay in the freshmen area class until Instructor evaluates the ability of the student to perform services on the public. A minimum of 10% of operations must be completed as well as procedures for each subject.
- SMOKING – No smoking is allowed in the building.
- Students are responsible for the return of school equipment and material furnished by the school for consumer services. A student must give their time card to the receptionist who will then give the necessary equipment and supplies to the student. Upon return of leaned items the time card will be resumed. Do not allow another student to "borrow" loaned items. You are responsible for their return.
- When work is assigned, no student shall re-assign the service. If you have a personal reason for not being able to so the service tell the Instructor. The Instructor will determine the validity and may re-assign the work.
- Never refuse a costumer in front of the costumer or say "This is my first time". Take the client to your station, set up and prepare the client for the service. Then excuse yourself and go to the Instructor for help. Any student who refuses customer service will be sent home.
- If there is a disagreement with a client, do not argue or become upset. Go get an Instructor to mediate.
- Eating or drinking in working area is not allowed. There is a lunch area. Chewing gum is not allowed on campus.
- Please confine eating and drinking to the specified areas. Clean up after yourself. Under no circumstances will anyone who is under the influences of either alcohol or drugs be allowed on or in school premises.
- There are no personal phone calls allowed either while in class or working on a client.
- Should your family need to contact you in an extreme emergency, they may call the school.
- No student allowed behind the reception desk.
- Abusive language by a student is not allowed.
- Visitors are not allowed in the school or on the school property without the permission of the school Director. Violation of this rule is grounds for termination. Persons picking up or dropping off students are to wait outside the school.
- All personal services must be approved with Instructor and service with a patron comes first.
- Students must keep work station clean and sanitary at all times.
- No student may leave a patron while doing a chemical service, except in an extreme and is excused by an Instructor.
- Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
- Students will pay in advance for supplies on personal services such as chemicals, perms, hair coloring, chemical relaxers etc.
- Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
- A student must attend on all Fridays and Saturdays. Days before and after holidays are considered Saturdays. The Academy reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation of illness.
- Students have the privilege at all times to consult the management on personal problems.
- The Academy positively reserves the right to suspend or expel a student who gossips, uses vulgar language, participates in any inappropriate or disrespectful behavior (including, but not limited to invited or uninvited touching, kissing, hugging, etc.), or causes discord.
- All students will be expected to maintain an average of 75% in their technical and in all practical subjects. Probationary status will result in case of failure to do so.
- Only product furnished by the Academy may be used unless otherwise approved by the Supervisor.
- Students are to park only in the area designated by the Academy. The Supervisor will show you the parking area and where to park during orientation class.
- Student must comply with Academy policy and State Rules and Regulations.
- Due to absences, all assignments, tests and homework may be made up. Any deviation from the policy must in writing from the office and signed by a member of the administrative staff.
- Notify office immediately of any address or telephone changes.
- Absence of three days or more without notification shall be considered cause for suspension.

- Any student absent more than seven days without notifying the Supervisor may be considered for termination. These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a Cosmetologist, Manicurist, Esthetician or Cosmetology Instructor. Violation of school rules may result in suspension or termination.
- Soiled towels are not allowed to be left in the work area.
- The floor must be swept immediately after cutting hair.
- Only English language must be spoken while working on patrons.
- All operations must be checked and signed for by an Instructor upon completion in order to receive credit.
- All students should be aware that, during their course, there will be additional costs in order to continue their training. It is the students responsibility to replace items lost, stolen, or used up that originally came in their kit. Students must also supply their own paper, pencil, shaving cream.
- NO CELLULAR PHONES OR PAGERS ALLOWED IN THE ACADEMY. Students found with cellular phone in their possession (hand or pocket) will be confiscated and returned on Saturday by 5:00 p.m.
- Full time senior students must perform at least six complete operations per day. Part time senior students must perform at least three complete operations per day.
- Clean up is required of all students.

STUDENTS PRODUCT PRICE LIST
Perms - $7.50 each and up
Tints - $7.00 each and up
Bleach - $9.50 each and up
Highlights - $15.00 and up
Waxing - $3.00

GRADUATION CEREMONY

- The graduation ceremony provided by Beyond 21st Century Beauty Academy is a PRIVILAGE. Any student not following school policies and regulations will be subject to not participating in the ceremony. The diploma will be mailed within seven working days after completion of hours.

ALL STUDENTS SERVING THE PUBLIC MUST BE COURTEOUS AND PLEASANT.
REMEMBER, THESE RULES ARE TO MAKE THE INDIVIDUAL STUDENTS LOOK AND BE PROFESSIONAL.
THE PURPOSE OF THIS TRAINING IS TO PREPARE THE STUDENT TO BE SUCCESSFULL IN THE JOB MARKET.

CLASS SCHEDULE

1.) Classes start every Tuesday
2.) Full Time Tuesday – Saturday 8:30 a.m. to 4:00 p.m.
3.) Part Time Tuesday – Saturday 8:30 a.m. to 12:30 p.m.
4.) Part Time Tuesday – Thursday 6:00 p.m. to 10:00 p.m. Saturday 8:30 a.m. to 5:00 p.m.

DETAILED SCHEDULE:
Full Time –
a.m. 15 min break
p.m. 15 min break
Lunch time may vary

COSMETOLOGY CURRICULUM DESCRIPTION

BEYOND 21ST CENTURY BEAUTY ACADEMY
COURSE OUTLINE
COSMETOLOGY 1600 HOURS, CIP code # 12.0401, SOC code # 39-5012
Full Time (35 hours per week) – 11 mo., ¾ Time (30 hours per week) – 13 mo., Part Time (20 hours per week) – 20 mo.

COURSE OUTLINES/CURRICULUM

Completing 1600 hours of applied effort and the following technical and operational requirements, a student will have learned the art and science of cosmetology and be qualified as a hair stylist, permanent wave, coloring, make-up, skin care or manicuring specialist. This career-oriented educational program is designed for men and women who are interested in a professional level position. **Entire course is taught in English.**

COURSE PURPOSE/GOALS

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of cosmetology professional salon management

Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Cosmetology and principles of hare design and styling, hair goods, scientific skin care, hair change and hair color.

Demonstrations by students that they have met all of the State behavioral objectives prescribe for the course preparatory to State licensor examinations.

COURSE MATERIALS

Required texts and/or materials

"Standard Textbook of Cosmetology"- Milady Publishing Corporation, 3839 Plains Road
Bronx, New York, 10467, updated edition

Any additional ones of the following – from Cosmetology Colleges of Beauty

"Beauty Manual-Sullivan" – The Sullivan Publishing Co., (all updated edition)

"The Van Dean Manual" – Milady Publishing Corporation or

"Keystone Manual" 0 Keystone Publications or

"Prentice hall Textbook of Cosmetology" or

Professionals – Cosmetologist"

RECOMMENDED TEXT/READING MATERIALS

"Gould Medical Dictionary, 2nd edition, M. Graw. Hill Co.

"Gray's Anatomy"

"Dolan's Illustrated Medical Dictionary"

Other:

BASIC Cosmetology KIT AT STUDENT'S EXPENSE.

Major Segments of Course Content

Time required and what the student is expected to learn

Subject	Hours	Operations
Cos. Act. Rules and Reg…	20	
Cosmetology Chemistry…	20	
Health & Safety: Hazardous Substances	45	
Electricity…		
Disinfection/Sanitation	20	15
Bact/ Ster….	15	
Wet Hair styling…	70	240
Thermal Hair styling, Press $ Curl	20	60
Permanent Waving…	40	105
Chemical Straightening	20	25
Hair Cutting…	30	80
Hair Coloring	60	50
Bleaching..	30	20
Scalp & Hair Treatments	10	20
Facial-manual	10	20
Facial electrical	15	20
Chemical Skin Peel, Pack and Mask & Scrub	10	20
Eyebrow Arching & hair Removal	10	20
Make-up	15	10
Water & Oil Manicuring…	15	15
Complete Pedicure	15	15
Artificial Nails		
Liquid & Powder Brush-on	20	60
Nail Tips	20	60
Nail Wraps & Repairs	20	20
Additional Training	115	
Payroll Deductions	10	
Obtaining Employment	10	
Consumer Safety	10	
Preparation of Employment Application	10	
Anatomy/Physiology	20	

LABORATORY TO INCLUDE

Basic operations rules, Tools and equipment, Stations set-up and operation, Mannequin care and handling, Hair design, Patron relations and salesmanship, Hair shaping, cutting and styling, Waving, combing and brushing, Shampooing, care of scalp and hair, Manicures and pedicures, Scientific skin care, Chemical hair changing, The art of hair coloring, Wigs and other hair goods, Removal of hair, Special make up applications and procedures, Advance-acrylic nails, wraps and tips.

COURSE

Lectures and discussions, guest lectures and experts, audio and visual instructional aids, actual on the floor performance of cosmetology practices with 100% supervision.
Grading Procedures/ Standards of Achievement

- List graded activities, identifying those incorporating critical thinking skills
- Written objective examinations
- Practical demonstrations and evaluation of student performance
- Completion of written exams and demonstrations with at least 75% grade before proceeding to the final 240 hours
- Final 240 hours: Completion of demonstrations evaluated by instructors with 90% grade and minimal instructional aid.
- Successful completion of mock board.

Under supervision of the instructor, students will be able to transfer concepts of theory to practical demonstrations with clients.

Students are required to complete all hours and assignments while in training of the respective course in order to achieve graduation. At this time, a graduating student will be presented with a diploma from BEYOND 21ST CENTURY BEAUTY ACADEMY. If the student has reached seventeen (17) years of age and has at least a tenth (10) grade education, he or she is eligible to apply for the State Board examination. Full payment of all institutional charges is a graduation requirement.

MANICURING/NAIL CARE CURRICULUM DESCRIPTION:

BEYOND 21ST CENTURY BEAUTY ACADEMY
COURSE OUTLINE
MANICURING 400 HOURS, CIP code # 12.0410, SOC code # 39-5092
Full Time (35 hours per week) – 3 mo., ¾ Time (30 hours per week) – 3 ½ mo., Part Time (20 hours per week) – 5 mo.

COURSE OUTLINE/CURRICULUM

400 hours broken down into the art and science of manicuring will teach the student to perform the skills, methods and techniques of beautifying the hands through manicuring, applying artificial nails, nail wrapping and massaging. He/She will also improve the health and appearance of the feet with pedicuring. This short intense course is ideal for the young persons seeking their first job or the mature person who is re=entering the job market. **Entire course is taught in English.**

COURSE PURPOSE/GOALS

The student will learn: All phases of artificial nails – including nail tips, nail wraps and acrylics.
Knowledge of product chemistry for safety and patron protection.
Business practices and professional ethics in nail care.
Successful graduates will have the knowledge and skills needed to pass the State Board.
Examination for licensor and to secure employment as a manicurist.

COURSE MATERIALS

Required texts and/or materials
Manicuring kit at students expense
Instructors handouts
Recommended readings and/or materials
"Mainly Manicuring" monthly periodical

MAJOR SEGMENTS of COURSE CONTENT

Subject	Minimum	Operation
Cosmetology Act & Board Rules & Reg	10	
Cosmetology Chemistry	10	
Health & Safety, Hazardous Substances, HIV/AIDS	15	
Bact/Ster/Sanitation/Disinfection/Anatomy Physiology	20	
Disinfection/Sanitation Preparation		10
Water and Oil Manicures	15	40
Pedicures/Foot & Ankle Massage	10	20
Artificial Nails Liquid & Powder Brush-On	15	80
Nail Tips	10	60

Nail Wraps & Repairs	5	40

Additional Training:
Including training in professional ethics, personal hygiene, good grooming, salesmanship, normal clean-up, duties keeping records, modeling, desk and reception, payroll deductions, obtaining employment, preparation of employment applications, consumer safety

FORMAT/METHODS EMPLOYMED TO HELP THE STUDENTS LEARN

Lecture, demonstration, guest speakers

ACTIVITIES or ASSIGNMENTS REQUIRED OUTSIDE of CLASS

Activities and hours for each (Must include reading and writing activities)
2 hours per week reading assignments
1 hour per week writing assignments
Total Hours
400 hours in class

GRADING PROCEDURES/STANDARDS of ACHIEVEMENT

List graded activities, identifying those incorporating critical thinking skills.
Weekly exams – written and practical
Under supervision of the instructor, students will be able to transfer concepts of their practical demonstrations with clients.

Students are required to complete all hours and assignments while in training of the respective course in order to achieve graduation. At this time, a graduating student will be presented with a diploma from BEYOND 21ST CENTURY BEAUTY ACADEMY. If the student has reached seventeen (17) years of age and has at least a tenth (10) grade education, he or she is eligible to apply for the State Board examination. Full payment of all institutional charges is a graduation requirement.

ESTHETICIAN CURRICULUM DESCRIPTION

BEYOND 21ST CENTURY BEAUTY ACADEMY
COURSE OUTLINE
ESTHETICIAN 600 HOURS, CIP code # 12.0409, SOC code # 39-5094
Full Time (35 hours per week) – 4 mo., ¾ Time (30 hours per week) – 5 mo., Part Time (20 hours per week) – 7 ½ mo.

ESTHETICIAN CURRICULUM

This 600 hours program shall consist of technical instruction and practical operations covering all practices of an esthetician. Successful graduates will have the knowledge and skills needed to pass the State Board Examination and secure employment as an esthetician or facial and skin care specialist. **Entire course is taught in English.**

COARSE GOALS

The student will learn:
All phases of skin care – including manual and electrical facials: use of cosmetic preparations: daytime, evening, fantasy and theatrical make-up.
Knowledge of product chemistry for safety and patron protection.
Business practices and professional ethics in skin care.
Successful graduates will have the knowledge and skills needed to pass the State Board Examination for licensure, and to secure employment as an esthetician.

COURSE MATERIALS

Required texts and/or materials
Esthetician kit at student expense
Instructor handouts
Recommended readings and/or materials
Dermascope – magazine

MAJOR SEGMENTS of COURSE CONTENT

Subject	Minimum	Operations
Cosmetology Act & Board Rules & Reg.	10	
Chemistry	10	
Health & Safety (HIV/AIDS, Hepatitis B)	20	
Electricity	10	
Disinfection & Sanitation	10	10
Bacteriology	15	
Facials – manual	20	40
Facials – electrical	30	60

Chemical Skin Peel, Packs, Masks, Scrubs	20	40
Eyebrow Arching, Hair Removal, Tweeze & Wax, Make-up, including kin analysis & Corrective make-up	15	30
Additional Training Max.	30	

Including training in professional ethics, personal hygiene, good grooming, salesmanship, normal clean up, duties keeping records, modeling, desk and reception, payroll deductions, obtaining employment, preparation of employment application, consumer safety.

ACTIVITIES OR ASSIGNMENTS REQUIRED OUTSIDE OF CLASS
Activities and hours for each (Must include reading and writing activities)
1 hour per week reading assignments
1 hour per week writing assignments
600 hours of class
COURSE FORMAT
Methods employed to help the student learn:
Lecture, demonstration, guest speakers
GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT
List graded activities, identifying those incorporating critical thinking skills.
Weekly exams – written and practical
Under the supervision of the instructor, students will be able to transfer concepts of theory to practical demonstrations with clients.

Students are required to complete all hours and assignments while in training of the respective course in order to achieve graduation. At this time, a graduating student will be presented with a diploma from BEYOND 21ST CENTURY BEAUTY ACADEMY. If the student has reached seventeen (17) years of age and has at least a tenth (10) grade education, he or she is eligible to apply for the State Board examination. Full payment of all institutional charges is a graduation requirement.

COSMETOLOGY INSTRUCTOR TRAINEE CURRICULUM DESCRIPTION:

BEYOND 21ST CENTURY BEAUTY ACADEMY
COURSE OUTLINE
COSMETOLOGY INSTRUCTOR– 600 HOURS, CIP code # 12.0413, SOC code # 25-1194
Full Time (35 hours per week) – 4 mo., ¾ Time (30 hours per week) – 5 mo., Part Time (20 hours per week) – 7 ½ mo.

COSMETOLOGY INSTRUCTOR TRAINING CURRICULUM

600 clock hours will enable the trainee to achieve an education in application of the learning process; utilize instructional techniques appropriate to each student's needs and develop skills necessary to counsel and guide students. Upon receiving a certification, he/she will be qualified to teach students at all levels of hair styling, permanent waving, coloring, make-up, skin care and manicuring. Entire course is taught in English.

COURSE PURPOSE/GOALS

Upon successful completion of this course, the student will:
Know the procedures of the various operations required by the Bureau For Private Postsecondary and Vocational Education
Be familiar with the terminology used in Cosmetology
Obtain experience by understanding the function of teaching by participating in a classroom environment

PROFESSIONAL and VOCATIONAL

Successful graduates will have the knowledge and skills needed to teach
Prepare the student for a successful teaching career in Cosmetology
To give the student background in the knowledge and techniques of teaching
Develop sanitary and safe work habits and attitudes necessary in the practice of beauty culture.
To provide experiences of an occupational nature in the practice of beauty culture so that learning, evaluating and appreciation takes place
To develop and encourage the establishment of methodical habits
To provide experience which are valuable in creating harmonious relationships with others

COURSE MATERIALS

"Teaching your occupation to others" – Bost. P. 1987. Elmsford, N.Y. National Publishers.
Cosmetology Teachers Training Manual
Workbook for the Cosmetology Teachers Manual
Standard Exam Review for Cosmetology Teachers
"Miladys's Standard Textbook of Cosmetology"-Rossbach, C. 1991. Tarrytown, N.Y. Milady Publishing Co.
Cosmetology Act

State Board Rules / Regulations

MAJOR SEGMENTS of COURSE CONTENT

As outlined in section 916.4 in the Cosmetology Rules and Regulations: there is t be 150 hours of THEORY and 450 hours of PRACTICAL operations, i.e. instructing students. They are to be broken down as follows:

THEORY

10 hours of Cosmetology Act and Rules/Regulations

140 hours of preparatory instruction. These are hours devoted to teaching techniques, lesson planning, methods of instruction, syllabus and evaluation instructions.

PRACTICAL OPERATIONS

50 hours preparatory instruction – These hours are used for student record keeping and school operations

100 hours conducting classroom technical instruction and demonstration. (30 minute classroom lectures)

300 hour of supervising and training students – These hours are for laboratory work on live persons or mannequins

COURSE FORMAT/METHODS EMPLYED TO HELP THE STUDENT LEARN

One hour lecture, three hours of laboratory per week. The lecture section consists of demonstrations in teaching with the student participating in both lectures of related information and practical trade demonstrations. The laboratory period involves the student in the teaching of practical operations. The total course includes 600 hours which equals approximately one semester.

GENERAL POLICIES

The director of the school and teacher in charge of the trainee program have the responsibility for establishing and maintaining high standards of performance, enforcing efficiency of operation and discipline, including the right to increase, decrease, or rotate class assignments and schedules; and to formulate curriculum, methods and modes of instruction: to promote, demote, discharge or discipline for cause.

OUTSIDE BUSINESS ACTIVITIES

Enrollees may participate in outside business activities provided that they do not detract from the students class work. Phone calls are to be made or received during break period and NOT DURING CLASS TIME.

GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

Observation and evaluation of the following:

- Lecture
- Demonstrations
- Written Lesson Plans
- Homework Assignments
- Workbook assignments
- Test/Quizzes
- Cooperation ad control while in the classroom
- Your relations of rapport (conduct)
- Your dress and grooming code

Students are required to complete all hours and assignments while in training of the respective course in order to achieve graduation. At this time, a graduating student will be presented with a diploma from BEYOND 21ST CENTURY BEAUTY ACADEMY. There is no State Board examination. Full payment of all institutional charges is a graduation requirement.

DRUG ABUSE PREVENTION PROGRAM

The Academy makes the following information available to its students, staff and instructors.

Any individual associated with the Academy who is seeking information, counseling or assistance concerning Drug Abuse Prevention, may call or visit the following individual/agency.

Name:	Los Angeles Centers for Alcohol & Drugs
Street Address:	11515 Bloomfield Ave.
City, State and ZIP:	Santa Fe Springs, CA 90670
Phone number:	(562) 906-2676

FINANCIAL AID SECTION

Consumer Information: In an effort to assist students in making a more informed decision about enrolling, the academy provides the following document disclosures on paper and/or on website: California State School Performance Fact Sheet, Federal Disclosures (Right-to-know Act How are our students doing?, Gainful Employment, Admissions Disclosures, Crime Statistics Report and Procedures-Clery Act, Constitution & Citizenship Day (Sept. 17), Drug and Alcohol Abuse Policy, FERPA, textbook disclosure, GED classes availability, Copyright protection policy, and voting information (http://www.sos.ca.gov/elections/elections_vr.htm).

Financial Aid Mechanism: This is a mechanism that reduces out-of-pocket costs that the student and/or parent must pay to obtain a specific postsecondary education. Financial aid is available money for students to help meet the cost of attending college. Financial aid includes grants which do not have to be repaid and student loans which must be repaid with usually low interest rates (depending on the loan program terms). Most loans require repayment after a said grace period of several months after graduation or when a student is terminated from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need" "Need" is defined as the difference between the amounts of money the family will be expected to contribute to meet student costs and the cost of education.

Compliance Statement: The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

The U.S. Department of Education Title IV Student Financial Aid Programs: The academy is approved for, and does participate in the foll0owing USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

Grant (Free) Aid (this aid does not have to be repaid): Federal Pell Grant Program (FPELL) - $5,550 maximum annual limit. Federal Supplemental Educational Opportunity Grant Program (FSEOG) – Funds are limited in nature; therefore, awards are based on availability of funds at the school.

Loans to Student and/or Parent (this aid MUST be REPAID): Federal Direct Student Loan Program – Subsidized loans a need base loan (interest earned while in school and during grace period is covered by the USDE). Annual loan limits and based on Educational levels within the course of enrollment. Unsubsidized loans are no-need based (interest earned while in school and during grace period may be delayed until the repayment period and will be added to the loan balance). Annual loan limits and based on Educational levels within the course of enrollment. Parent loans (PLUS) – interest due from parents as last disbursement on a loan is made. Students are encouraged to keep their loan debt as low as possible. These loans are aggressively collected by the USDE and its contractors. Interest liability on late payments is very expensive. Defaulting on a student loan is very damaging to credit history and future borrowing power. Loan levels are specificall7y designated to the course of study at this institution. For example, if the student attended two years at a community college, but it enrolls in a course that is one academic year long without any transfer hours, the correct student level will be 1 and not 3rd loan level. For more specific information on each program please refer to the student guides available at Student Guide http://studentaid.ed.gov/students/publications/student_guide/index.html, *Direct Loan Basics for Students, and Direct Loan Basics for Parents.*

Academic Competitiveness Grant and National Science and Mathematics Access to Retain Talent Grant Programs

Iraq and Afghanistan Service Grant

Student Eligibility Requirements: To be eligible for financial aid, a student must:

- Be admitted as a regular student
- Be enrolled or accepted for enrollment in an eligible program
- Be a citizen or an eligible non-citizen
- Not owe a refund on a FPELL Grant or FSEOG at any school
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school
- Have financial need
- Be making satisfactory progress (as defined by the school's policy) in the course of study
- Be registered for selective service (if a male between the age of 18-25)
- Have signed a statement of educational purpose
- Have signed a statement of updated information
- Have a High School Diploma (or equivalent) a GED, or have demonstrated the ability-to-benefit
- Agree to use any federal student aid received solely for educational purposes

Application for Aid, Procedures, and Forms: Financial aid applications for this institution consist of the following: Free Application for Federal Student Aid (FAFSA) form needs to be completed as instructed on the form. The Financial Aid Office may require supporting documentation to support data entered on the FAFSA. The Academy strongly recommend students and parents to use the FAFSA on the web using the IRS information retrieval and utilization of the USDE PIN number to execute promissory notes, signatures on FAFSA loan entrance and exit counseling and access to loan records. Paper forms and assistance in completing them are available on campus during school hours. The academy also may require a series of forms as they apply to the individual student aid program and to the individual family circumstances.

Federal Pell Grant Program: Students receiving this aid does not have to be repaid. Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISAR must be submitted by September 29 of the award year from which aid is requested from, or the student's last day of enrollment in 2011-2012 (whichever comes first). Signatures from student and dependent student's parent are required on ISIR when corrected. Renewal Process: A FPELL Grant award is received for one award year (July 1 to June 30 of the following year) and is not automatically renewed for the next award year. Students are required to re-apply and submit all corresponding forms/documentation to the Financial Aid Office. Maximum Annual Award: $5,550. Disbursement: They are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account.

Supplemental Educational Opportunity Grant Program (FSEOG): Students receiving this aid does not have to be repaid. Deadline: Students may apply during the enrollment process using the FAFSA form. The Academy provides a list of the amount and types of financial aid you will be awarded. Maximum Annual Award: $4,000. Disbursement: Made based on per payment period via a check

payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has continuous enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

Federal William D. Ford Direct Loan Program: Funds received from either of the loan programs are subjected to repayment from the student.Students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations before a loan document is submitted to the USDE,.

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule. Maximum Annual Award: First level $3,500, Second level $4,500, Third level $5,500 (Max aggregate $23,000)

Federal Direct Stafford Unsubsidized Loan

These loans expand the ability of the U.S. Department of Education to make "Unsubsidized" Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

(1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

(2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

Deadlines: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

Maximum Annual Award:

Dependent student: with Parent loan First level $2,000, Second level $2,000, Third level $2,000 (Max aggregate $8,000)

Dependent student without Parent loan or independent students: First level $6,000, Second level $6,000, Third level $7,000 (Max aggregate $14,000)

Disbursement: Checks are issued to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. For additional information, read the pamphlet "Direct loan Entrance Interview".

Determining Need: A formula established by U.S. Congress that calculates student's Expected Family Contribution is formulated based on the information reported on the FAFSA form. Beyond 21st Century Beauty Academy utilized the FAFSA for students applying for aid. The form is processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

Cost of Attendance: The Academy uses the annual budgets published by the California Student Aid Commission. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below:

Elements included in the budget:

Tuition	11,040.00
Registration Fee	75.00
Books and supplies	900.00

Living cost allowance (monthly figures):	Student living with parents	Student Living off campus-not w/ parent
Room and board	4,347	10,063
Transportation	1,071	1,206
Personal/misc.	3,114	2,853

(The cost of uniforms is included in the personal allowance or included in the school charges)

Award Concept, Selection of Recipients and Packaging Criteria: This institution does not receive enough Campus-Based funds to satisfy all the student financial needs. Therefore, the Academy emphasizes the SELF-HELP CONCEPT of student financial assistance. The SELF-HELP CONCEPT is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. ALL LOANS MUST BE REPAID.

The SELF-HELP CONCEPT lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford and/or, PLUS Loans)

The Academy awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year (July 1 to June 30). Due to the **limited** amount of funds available to the Academy, it is literally impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows: This institution has a continuing enrollment process in which students may start each Tuesday of each week or Wednesday when Tuesday is an observed Holiday. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year presiding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available. The Academy did not disburse FSEOG funds last award year.

Recoveries: Recoveries resulting from unearned Title IV funds, are due from the student and must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grants programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within the 45 days and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

Transfer Student: A student, who attended a post-secondary institution before the enrollment at (Beyond 21st Century Beauty Academy), is required to provide a Financial Aid history from each of the institutions attended within the last six months before the enrollment at this institution. If a financial aid history is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid history is received by Beyond 21st Century Beauty Academy.

Verification Process: Federal regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the school policy, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of the verification process.

WHO MUST BE VERIFIED: The policy of this school is to verify those students selected by CPS (USDE contractor processing the FAFSA and calculating the EFC) as shown in the ISIR or SAR comment section indicated with an (*) next to the EFC . The institution's Financial Aid Office (FAO) may opt to select an applicant for verification even though it is not selected by CPS.

VERIFICATION EXCLUSIONS: Applicants excluded from verification include:

- **Death of the student.**
- **Not an aid recipient.**
- **Applicant verified by another school.** Your FAFSA data must be the same as it was at the previous school, and the prior school must provide a letter to this school stating that it verified her application and providing the transaction number of the pertinent valid ISIR.
- **Post enrollment.** If you were selected for verification **after** ceasing to be enrolled at this school and all (including late) disbursements were made.

•No funds disbursed- The applicant will not receive federal aid funds,

REQUIRED VERIFICATION ITEMS: Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items include:

For all applicants:

- Household size
- Number in college
- Supplemental Nutrition Assistance Program (SNAP, formerly food stamps)
- Child support paid

For non-tax filers:

- Income earned from work

For tax filers:

- Adjusted gross income (AGI)
- U.S. income tax paid
- Education credits
- Untaxed IRA distributions
- Untaxed pensions
- IRA deductions
- Tax-exempt interest

DOCUMENTATION REQUIRED:

AGI, taxes paid, and other tax data

The Department encourages students and parents to use the IRS Data Retrieval process to import data from their tax return **and not change it**. It is the fastest, easiest, and most secure method of meeting verification requirements.

For the retrieved data to be acceptable documentation of tax data, it is necessary that **neither students nor parents change the data after it is transferred from the IRS**—if the data is changed, the student/parent will need to provide other documentation as explained below.

If students cannot or will not use IRS Data Retrieval, either at initial FAFSA filing or though the FOTW correction process, they must document AGI, taxes paid, and untaxed income by providing an IRS tax return transcript

There are a few ways to request a tax transcript: online at www.irs.gov, by calling 1-800-908-9946, or by mailing or faxing the paper Form 4506T-EZ, which can be printed out from the IRS website.

Students or parents who file an amended return cannot use the IRS Data Retrieval process. Instead, they must request a *tax return transcript*, but because that document only contains the information on the original return, they must **also** request a *tax account transcript*, which contains only the data that was altered. Both documents together can then be used to complete verification. If the tax filer chooses to order them on paper, she must use IRS Form 4506-T rather than Form 4506T-EZ.

Also, students and parents are required to complete and sign the verification worksheets developed by the Department, which serve as signed statements and as verification of household size, number in college, receipt of SNAP benefits, child support paid, and income earned from work for non-tax filers. There are two distinctive verification forms. One is for independent students where student and spouse (if applicable) data is required. The second form is for dependent students where student and parental data is required.

Household size

To document the household size (see instructions on FAFSA questions 72 and 93), the student needs to provide a statement signed by him and, if dependent, at least one parent that gives the name, age, and relationship to the student of each person in the household. **If the student completed the Department's verification worksheet, no further documentation for this item is required.**

Number in college

You can document this item (see instructions on FAFSA questions 73 and 94) with a statement signed by the student (and, if he/she is dependent, at least one parent) that gives the name and age of each person in the household who is enrolled at least half time in an eligible college (excluding the parents of dependent students). The statement must also give the name of each college, and it can be written to document household size as well. **Completion of the Department's sample verification worksheet will satisfy the requirements for both items.**

SNAP benefits (food stamps)

If the ISIR indicated that someone in the parents' or student's household received SNAP benefits in 2010 or 2011, the student must provide a signed statement indicating receipt of the benefit. **A completed verification worksheet from the Department does this**. The institutional FAO at his/her option, may require the student to show documentation from the agency that supplied the benefit or alternative documentation to satisfy this requirement.

Child support paid

If the ISIR indicated that the student or parent paid child support in 2011, the student will need to provide a statement signed by her or, if he/she is dependent, either parent and giving the annual amount of the support, the names of those who paid it and whom it was paid to, and the name(s) of the child(ren) it was paid for. **A completed verification worksheet accomplishes this.**

TIME PERIOD FOR PROVIDING DOCUMENTATION:

Applicants must provide the required documentation within 120 days from the last day of attendance or September 27, 2013, whichever is earlier.

APPLICANT RESPONSIBILITIES: To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

* Number of family members in the household
* Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.
* Change in dependency status.

Federal aid applicants of any Federal Student Aid program, whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage. However, if the institutional FAO determines that, an update due to marriage is required to better represent the students ability to pay for college, the data must be updated changing all applicable elements on the FAFSA.

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S): If the student cannot provide all required documentation within 120 days from the ISIR processed date or by September 27, 2013, whichever is the earlier, the school cannot complete the verification process. The school would advise the applicants via regular mail or by email, that the student is no longer eligible for the preliminary financial aid awards offered to the student. The school then gives the applicants the following options:

The student may continue training on a cash payment basis.

The student may withdraw, or

The student may make other financial arrangements to cover the school cost.

INTERIM DISBURSEMENTS: The Academy may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

TOLERANCES: Any discrepancy greater than $25.00 MUST be resolved.

NOTIFICATION OF RESULTS OF VERIFICATION: The Academy shall notify the applicant of the results of the verification process within 30 days of the student's submission. The notification will take place using a new, if changed, award letter stating the awards by aid program amounts and expected disbursement dates. On this document the student and the parent has an opportunity to cancel all or part of the award from any loan program.

REFERRAL PROCEDURE: The Academy shall forward to the Secretary of Education, referral of discovered fraud cases.

Definitions Related to Financial Aid:
The following definitions correspond to some common terms used within the financial aid terminology:
ACADEMIC YEAR: A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours/24 Semester credit hours/36 Quarter credit hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours/12 semester credit hours/36 quarter credit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours/Semester credit hours/Quarter Credit Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.
CLOCK HOUR: A period of 50 to 60 minutes of supervised instruction during a 60 minute time period.
COST OF ATTENDANCE: Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.
CREDIT BALANCE: A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses. FSA regulations refer to the amount of aid that exceeds the allowable charges as a credit balance
DEPENDENT STUDENT: She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data. Parent information relates to the parent that provides the majority of the student support when parents are separated or divorced.
DEPENDENT: She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) NOT a dependent of the student.
EXPECTED FAMILY CONTRIBUTION (EFC): Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.
FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN: You must be one of the following to receive federal student aid: U.S. Citizen, U.S. National, U.S. permanent resident who has an I-551 or I-551C (Alien Registration receipt card).
Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations: Refugee, Asylum Granted, Parole for a minimum of one year that has not expired ,T-Visa holder (T-1, T-2, T-3etc), Cuban-Haitian entrant
Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking
IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID: F1 or F2 student visa, J1 or J2 exchange visitor visa only, G series visa (pertaining to international organizations)
INDEPENDENT STUDENT: An individual who meets one of the following criteria:

1. (45) Were you born before January 1, 1988?
2. (46) As of today, are you married? (Separated but not divorced)
3. (47) As of July 1, 2011 will you be graduate or professional student?
4. (48) Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
5. (49) Are you a veteran of the U.S. Armed Forces?
6. (50) Do have children who will receive more than half of their support from you between July 1, 2011 and June 30, 2012?
7. (51) Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2012?
8. (52) At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
9. (53) As determined by a court in your state are you or were you an emancipated minor?
10. (54) As determined by a court in your state of legal residence, are you or were you in legal guardianship?
11. (55) At any time on or after July 1, 2010, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. (56) At any time on or after July 1, 2010, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
13. (57) At any time on or after July 1, 2010, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

PARENT(S): For the purposes of the financial aid programs, "a parent" is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.
PAYMENT PERIOD: 450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.
NEED: Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

WITHDRAWALS: Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Beyond 21st Century Beauty Academy receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to· a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right
to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Beyond 21st Century Beauty Academy in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Beyond 21st Century Beauty Academy.

[Optional] Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO POSTSECONDARY INSTITUTION: FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Beyond 21st Century Beauty Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student-

- To other school officials, including teachers, within Beyond 21st Century Beauty Academy whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(l)(i)(B)(J)- (a)(l)(i)(B)(2) are met. (§99.31(a)(l)) the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S.

Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or

for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.3l(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility

for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under

§99.37. (§99.31(a)(ll))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.3l(a)(l4))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of

21. (§99.3l(a)(15))

EDUCATION AND FACULTY QUALIFICATION LIST

Guadalupe M. Fernandez	**Instructor**
Licensed Cosmetologist	34 years
Licensed Instructor	32 years
Clear Credential and Certified Instructor	29 years
Sophia Jochim	**Instructor**
Licensed Cosmetologist	10 years
Certified Instructor	7 years
Credential Instructor	applied for
Gloria Ayala	**Instructor**
Licensed Cosmetologist	24 years
Cosmetology Instructor	9 years

SUBSTITUTE INSTRUCTORS

JoLaine Perez	
Licensed Cosmetologist	30 years
Licensed Instructor	29 years
Certified Instructor	27 years
Mayra Martinez	
Licensed Cosmetologist	6 years
Certified Instructor	2 year

FACULTY AND STAFF

Owner/Director

Guadalupe M. Fernandez

Faculty/Organizational Chart

Admissions/Instructor.. Guadalupe M. Fernandez

Supervising Instructor/Placement Advisor/
Fiscal Officer…… Sophia Jochim

Financial Aid Director... Maria Elena Jimenez