

Champion Institute of Cosmetology

Catalog And Consumer Information

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Catalog Covering April 1, 2013 Through May 31, 2014

Champion Institute of Cosmetology
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CHAMPION INSTITUTE OF COSMETOLOGY
611 S. Palm Canyon Drive, Suite 205
Palm Springs, Ca. 92264
(760) 322-2227

A LETTER FROM OUR PRESIDENT / DIRECTOR

Dear Student:

Welcome to Champion Institute of Cosmetology, we thank you for selecting Champion Institute to obtain your training in the beauty field of your choice. You are entering a learning experience that will give you the opportunity to be successful in the beauty industry.

Champion Institute of Cosmetology is a private educational institution and is approved to operate by the Bureau of Private Post Secondary education.

At Champion Institute, it is our goal to offer you the basic training to improve your opportunities to take and pass the licensure examination required by the California Department of Consumer Affairs, The Board of Barbering and Cosmetology.

We emphasize the importance and teach you how to be successful in the marketplace, and how to gain experience from each of the operations that you will perform during your training. The operations are an element necessary for you to take the required state license examination. The state license is required in order to obtain employment as a cosmetologist, cosmetician, a manicurist or an instructor. Your training will take place within an environment similar to that of your prospective employers. This means that you will be expected to be punctual, respectful toward your instructor's, your fellow students and your patrons. It also means hard work, dedication, and lots of practical work on your part. Your training will consist of theory classes, applications of subject matters studied in the theory classes, salon management, business concepts, and the elements of personal success.

The training you will receive will allow you to obtain an entry-level position in the beauty industry. The real experience and the advancements in this industry will depend on your own efforts once you work in the beauty field.

It is a pleasure to have you join us at Champion Institute of Cosmetology. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Again, welcome to Champion Institute of Cosmetology. The entire staff wishes you a successful career in the beauty business world.

Sincerely,

Gisele Bessis
President, Director,
Champion Institute of Cosmetology

Approval Disclosure Statement

CHAMPION INSTITUTE OF COSMETOLOGY (CIC) is a private for-profit institution and is granted its approval from the Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94915. The Bureau’s approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau, nor does this approval to operate indicate that the institution exceeds minimum state standards. Institutional approval must be re-approved every three years and is subject to continuing review.

The Bureau has approved the following courses offered by (CIC);

Cosmetology	1600 Clock Hours
Nail Care	400 Clock Hours
Cosmetology Instructor	600 Clock Hours
Cosmetician (aka: Esthetician)	600 Clock Hours

Instruction is provided within a 10,000 sq. foot facility with an occupancy level accommodating **100** students at any one time. The facility location is 611 South Palm Canyon Drive, Suite 205, Palm Springs, California 92264. Prospective enrollees are required to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel before enrolling, attending class or signing enrollment agreements. (CIC) participates in some Title IV Programs to assist student to meet educational expenses. For information on those programs, see the financial aid section of this catalog.

The following are agencies, which set minimum standards for our program of studies in accordance with their individual requirements:

The State of California, Department of Consumer Affairs – Board of Barbering and Cosmetology
Provides licenses to graduates upon passing the Barbering and Cosmetology Board examination.

(CIC) is nationally accredited by the National Accrediting Commission of Cosmetology Arts and Sciences.

(CIC) is also recognized by the United States Department of Education (USDE) as an eligible institution to participate in the Federal PELL Grant Program, Federal Supplemental Education Opportunity Grant and the William D. Ford Federal Direct Loan Program.

Persons seeking to resolve problems or present complaints should first contact the immediate instructor in charge. Requests for further action may be made to the Institution’s Director: Gisele Bessis, or, in her absence, to: DeeAnn Madsen, Administrative Assistant. Additional request for further consideration may be presented in writing to: Gisele Bessis, President of CHAMPION INSTITUTE OF COSMETOLOGY.

Unresolved complaints may be directed to:

**STATE OF CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS
1625 N MARKET STREET, SUITE S-308
SACRAMENTO, CA 95834
TELEPHONE (916) 574-8200**

Champion Institute of Cosmetology does not have a pending petition in bankruptcy, is not operating as a debtor in possession has not filed a petition within the proceeding five years nor has a petition in bankruptcy filed against it in the proceeding five years that would have resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form which can be obtained in the bureau's internet web site www.bppe.ca.gov.

Champion Institute of Cosmetology Catalog

Questions Regarding This Catalog

Any question a student may have regarding this catalog that has not been satisfactorily answered by Champion Institute of Cosmetology may be directed to:

The Bureau for Private
Postsecondary Education
2535 Capital Oaks Drive,
Suite 400
Sacramento, CA 85833
Web site: www.bppe.ca.gov
Phone (916) 431-6959
Fax (916) 263-1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement and other disclosures posted by the institution at www.championcosmetology.com. These documents will assist the student to make a more educated selection of the programs of study offered by this institution. The institutional catalog and disclosures are updated annually, with the dates covered by the documents stated on the cover page.

I certify that all contents of this catalog are current, true and correct to the best of my knowledge.

Gisele Bessis, President/Director

Notice Of Student Rights

1. You may cancel your contract for school, without any penalty or obligation on or before the seventh business day following your first class session as described in the Notice of Cancellation form that will be given to you on the first day of class. **Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.**
2. After the end of the cancellation period, you also have a right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact **The Department of Consumer Affairs** at the address and phone number printed below for information.
4. If you have any complaints, questions, or problems, which you cannot work out with the school, write or call:

**STATE OF CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS
1625 N. MARKET STREET, SUITE S-308
SACRAMENTO, CA 95834
TELEPHONE (916) 574-8200**

5. Grievance Procedure: In the event that a student has a grievance which cannot be resolved to his/her satisfaction with the student's immediate instructor, the student is to make his/her grievance known to the Institution's Director or in her absence to the Administrative Assistant, at:

**CHAMPION INSTIUTE OF COSMETOLOGY
611 SOUTH PALM CANYON DRIVE, SUITE 205
PALM SPRINGS, CA 92264
(760) 322-2227.**

It is strongly recommended that all grievances be presented in writing, although (CIC) will also accept oral grievances. However, if the issue is still not resolved, students may present their grievance to the State of California Department of Consumer Affairs (see #4 above).

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 Champion Institute of Cosmetology 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 Champion Institute of Cosmetology 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 or 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

Champion Institute of Cosmetology.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] 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

See the list below of the disclosures that postsecondary institutions may make without consent:

- To other school officials, including teachers, within Champion Institute of Cosmetology 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)(1)(i)(B)(J)- (a)(1)(i)(B)(2) are met. (§99.31(a)(1)) 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. (§§99.31(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)(11))
- 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. (§99.31(a)(15))

Campus Security Act Disclosure Statement

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/08 and 12/31/10

:

Report Distribution Date: October 1, 2010 Occurrences Within the 2008, 2009 and 2010 Calendar Years

Crimes Reported	2008	2009	2010	Location: C=Campus N=Non-campus P=Public	* Hate Crime?
Murder (Includes non-negligent manslaughter)	0	0	0		0
Negligent manslaughter	0	0	0		0
Sex offenses (forcible & non-forcible)	0	0	0		0
Robberies	0	0	0		0
Aggravated assaults	0	0	0		0
Burglaries	0	0	0		0
Motor Vehicle Thefts (on Campus)	0	0	0		0
Arson	0	0	0		0

Number of arrest made for the following crimes	2008	2009	2010	Referred for campus disciplinary action? (Yes) (No)
Liquor Laws	0	0	0	
Drug laws	0	0	0	
Weapons Possession	0	0	0	

***Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.**

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing "911".
2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's secretary who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics.

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
 - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
 - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a. Do not leave personal property in classrooms.
 - b. Report any suspicious persons to your institutional official.
 - c. Always try to walk in groups outside the school premises.
 - d. If you are waiting for a ride, wait within sight of other people.
 - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
 - f. The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students.
 - g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.

- h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
1. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
 7. All incidents shall be recorded in the CHAMPION INSTITUTE OF COSMETOLOGY "Daily Incident Log" (city and branch campus) 611 S. Palm Canyon Dr. Palm Springs, CA 92264 at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
 8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
 9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
 10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. (*Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education*).
 11. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

**Campus Security Act Disclosure Statement
Student Acknowledgement Form**

**Gisele Bessis
President- C.E.O**

**Champion Institute of Cosmetology
611 S. Palm Canyon Dr. Ste 205
Palm Springs, CA 92264
(760) 322-2227**

Student Signature

Date

Mission And Educational Objectives

At (CIC) our mission and prime objective is to offer our students the training to assist them to acquire the knowledge and skills necessary to pass the California State – Board of Barbering and Cosmetology examinations required for a state license. Our prime vocational objective is to train and produce knowledgeable graduates able to seek and find entry-level employment in the beauty industry. Our successful students should be able to function effectively at an entry level in one of the many specialty areas such as: Hair Stylist, Hair Colorist, Manicurist, Cosmetician, Make-up Artist or as a Beauty Salon Operator. Normal progression based on individual efforts and job experience, should move him/her to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, School Supervisor/Director, or School Owner.

Accreditation

(CIC) is *accredited* by NACCAS. The **National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS)** is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of Cosmetology Arts & Sciences.

NACCAS

4401 Ford Avenue, Suite 1300
Alexandria, VA. 22302
(703) 600-7600.

Administration Business Hours

The school administrative offices are open for business Tuesday thru Friday from 10:00a.m. to 3:00p.m. For issues related to admissions, academics, financial aid, accounting and placement, please make an appointment or visit the offices within their business hours. All administrative offices may be reached at (760) 322-2227, or by fax at (760) 864-7120.

Admission Policy

The school is accepting applicants for admissions as regular students once one of the following criteria has been met:

- A) Applicant must provide a copy of his/her U.S. High School Diploma, GED, California State Proficiency Test or its equivalent.** For students that have immigrated to the United States, and cannot provide an actual copy of the High School Diploma or its equivalent, the applicants may complete a sworn statement certifying the completion of their studies in their countries of origin equivalent to those of a U.S. High School and why they cannot secure evidence of completion. **Admissions Test:** Currently, (CIC) uses the WONDERLIC SLE #4 and SLE#5 (Passing score of 15 or higher) to determine the student's ability to be trained in the courses offered by (CIC). The admissions personnel will provide applicants with additional information as to how to arrange for the test. **Students must take, and pass, the test before being admitted in to the school, and by signing the enrollment contract, and before the first day of class.**
- B) (CIC) does not provide the Ability-to-Benefit tests** approved by the US Department of Education administered by an independent proctor.
- C) Teacher training applicants** must have the High School diploma or its equivalent in addition to a valid Cosmetology license.
- D) Non-regular students:** Are students selected, tested and recommended to attend (CIC) by their

High School counselors under the **Regional Occupational Program (ROP)** of the Riverside County Office of Education. Their attendance and grades are monitored in accordance to the **ROP** guidelines, not by (CIC) policies. Students receive High school credits for their attendance at (CIC), ROP students **do not complete** the course before their graduation from High school.

- E)** (CIC) has not entered into an articulation agreement with any other college or university.
- F)** (CIC) does not offer distance learning.
- G)** (CIC) offers all instruction in English language only. English language proficiency is required and documentation of such may be required, such as the Test of English as a Foreign Language (TOEFL). No English language services, including instruction such as ESL are provided by the institution.
- H)** (CIC) does admit students from other countries, but does not provide any visa services nor will vouch for student status and any associated charges.
- I)** (CIC) accepts credits earned on prior enrollments at this school or from other institutions on a student by student basis and only a limited percentage of prior credits may be accepted while enrolling in one of our programs.

Housing

Champion Institute of Cosmetology has no dormitory facilities under its control. Champion Institute of Cosmetology has no responsibility to find or assist a student in finding housing. However, there is a wide range of available housing within a half-mile radius of the school, ranging in cost from \$600 per month and up.

Starting Class Schedules For 2011-2012

Classes are scheduled to start each Tuesday. School hours are Tuesday through Saturday 8:00am to 4:30 p.m. The school is closed Sunday and Monday.

Class Schedules For 2011 – 2012

Class schedules depend on the student's capability to attend school. Classes are held Tuesday through Saturday 8:00 am to 4:30 pm. For regular students the schedule is four, six or eight hours each day from 8:00 am to 12:00 noon, 8:00 am to 2:00 pm or 8:00 am to 4:30 pm, Tuesday through Saturday. The ROP student schedule is from 1:00 pm to 5:00 pm., Tuesday through Friday and Saturday 8:00am to 4:30pm. Upon request, an eight-hour day schedule may be arranged on a student-by- student basis.

Calendar/Holidays

The college is closed on Sunday, Monday and the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. A "special" holiday may be declared for emergencies or special reasons. Holidays of all religious beliefs are respected and allowed.

Grievance Procedure

In the event, a student has a grievance, which cannot be resolved to his/her satisfaction with the student's immediate instructor; the student is to make his/her grievance known to the Institution's Director Gisele Bessis or in her absence to DeeAnn Madsen, Administrative Assistant, at 611 S. Palm Canyon, Ste. 205, Palm Springs, CA 92264, (760) 322-2227. It is strongly recommended that all grievances be presented in writing. (CIC) will also accept oral grievances. However, if the issue still is unresolved, students may

present their grievance to Gisele Bessis, President, at 611 S. Palm Canyon, Ste. 205, Palm Springs, CA 92264. The school will provide a corresponding oral or written response to all grievances within 10 business days. For further action (if the matter is still unresolved), please contact one or both of the following departments:

**STATE OF CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS
1625 N. MARKET STREET, SUITE S-308
SACRAMENTO, CA 95834
TELEPHONE (916) 574-8200**

**NACCAS
4401 Ford Avenue, Suite 1300
Arlington, VA 22302
(703) 600-7600**

Disclosure and Retention of Student Records

Adult students, parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in the institution's student 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.

Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment and that are maintained by the institution. (CIC) will keep these records for fifty (50) years from the last day of attendance. After this period, all records are destroyed. The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commissions or governmental agencies so authorized by law.

Facilities

(CIC) is in a spacious (10,000sq. ft.) one story, air-conditioned, modern, facility with many benefits for our staff and students. Our school simulates salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies and education materials provided in our library that help enhance the students' practical and product knowledge. Each classroom is equipped with DVD/VCR/TV for student viewing of instructional materials. There is a lounge that can be used for eating or resting. Each student uses a locker to keep his/her private articles.

All instruction will be provided at the institution's address:

**Champion Institute of Cosmetology
611 South Palm Canyon Drive, Suite 205
Palm Springs, CA 92264.**

Handicapped (Wheelchair Access)

Access by persons on wheelchairs is available.

Health and Physical Considerations

Generally, the professional in the beauty field must be in good physical health since he/she will be working in direct contact with patrons. In most aspects of the beauty field there is a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

History and Ownership

(CIC) has been a California Corporation for over 20 years and since 1996 at its current location. Since 1994, the major stockholder has been Gisele Bessis, President.

Orientation Class

Orientation classes are held on Tuesday morning for those students starting on Tuesday. Before the first day of classes, the student would have physically visited and reviewed the school facilities and have signed the disclosure documents and enrollment contract and been given copies of their documents and course of study with the institution.

Scholarships

Our college does not have an institutional scholarship program.

Statement of Non-Discrimination

(CIC) does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, area of origin or residence in its admissions, staffing, instruction, and/or graduation policies.

Career Counseling

The school counsels the students individually as often as necessary. Counseling takes place in the administrative offices by monitoring the student progress as scheduled quarterly for the periods of enrollment. Instructors and staff are available for advice/counsel. Salon owners and stylists are invited to the school regularly to give demonstrations and discuss career goals with the students. This activity supplements the operational daily counseling carried out by the instructors in theory and operational classes.

Drug and Alcohol Abuse Policy Statement

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees

are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

**Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW.
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571**

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Please enter an agency's name, address, phone and fax where students and staff can be referred for drug counseling and assistance.

Name:	Substance Abuse Clinic
Street Address:	68615 Perez Rd Ste A
City, State and ZIP:	Cathedral City, CA 92234
Phone number:	760-770-2201

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

Placement

(CIC) does not guarantee placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Results from the California Board of Barbering and Cosmetology license examination are recorded as passed or failed. Students that failed the exam are encouraged to return to (CIC) for assistance and guidance for subsequent attempts to pass the exam. Placement assistance is providing by reviewing the listings of salons seeking employees, their job requirements, salary, and other pertinent information. Students are referred to interviews and the results of these interviews are recorded in the placement register. The school may show prospective students this register upon request.

Attendance, Tardy and Make-Up Policies

Attendance must be maintained at an average of 80 percent of the scheduled attendance if, the student may be expected to complete the course of study within the 1.25 times of the period of time stated in the enrollment agreement. An absence may be excused by calling-in the same day prior to the beginning of class. Students are required to make-up for the lessons, and exams missed due to absenteeism. However, the made-up work by the student will not provide credit for hours or operations if not physically performed within the school premises. If the student is absent during three (3) consecutive weeks, the school will withdraw him/her. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand. Student hours and operations once properly earned by the student will not be taken away from the student records based on disciplinary actions by the school. Clock-in time is rounded to the nearest ¼ hour. Once theory classes have begun (by ten minutes), students will not be allowed to enter the classroom.

Attendance Status

Full-time students are required to be enrolled to attend a minimum of 24 clock hours per week. Half-time enrollment requires a minimum of 12 clock hours per week. Part-time enrollment is defined as more than 12 but less than 24 clock hours per week. A less than 12 clock hour per week is defined as less than half-time enrollment status.

Class & Practice Hours - Credit Procedure

Students at (CIC) record their attendance by entering their names and clock IN time at the start of the day, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Students will be allowed up to seven (7) minutes to sign-in and receive credit for the full quarter (1/4) hour. Students received credit for operations completed after each operation or project verified by an instructor. The daily hours and operations earned are recorded in a weekly record card. The student and the instructor must initial the weekly record card daily. At the end of the week, a new weekly record card is prepared from the last week's record card.

Record cards must remain in the school at all times.

Credit Evaluation

College officials will grant appropriate credit for prior training or experience upon review and verification of its validity under the Cosmetology Act and the California Board of Barbering and Cosmetology, Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on the credit evaluation conducted by the California Board of Barbering and Cosmetology. Before enrolling in (CIC), it is the student's responsibility to obtain the state's evaluation.

Freshman Class

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 and introduces the basics of those areas that the student will need to know to pass the Board of Barbering and Cosmetology license examination. From this initial introduction, the student will learn the fundamental basics for his/her future career. The hours spent in the freshman class are 300 for the Cosmetology course, 90 for Cosmetician and 60 for the nail care course. (CIC) considers the freshman classes to be the foundation for the students' learning process.

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 converted to a letter grade. Evaluation forms are issued to the students at 25%, 50%, 75%, 100%, 125% and 150% of the scheduled completion of the course. In accordance to the maximum period allowed, evaluations at 125% and 150%, will apply on those cases when the student does not complete the program by the expected 100% point. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain at least (70%) a "C" to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading

90 -100%	A	Excellent
80% - 89%	B	Above average
70%- 79%	C	Average
60% - 69%	D	Below average
59% or below	F	Fail

Graduation Requirement and Award

When a student has completed the required clock hours, theory hours, and practical operations and passed **ALL** required exams for his/her course of study with a GPA (Grade Point Average) of (70%) “C” or better, he/she receives a Diploma certifying his/her graduation of the appropriate course of study. The school will assist the students in completing the necessary documents to file for the appropriate licensing examination with the Board of Barbering and Cosmetology. All institutional charges must be paid in full prior to graduation.

Leave of Absence Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period, during a program, when the student is not in attendance. An LOA is not required if a student is not in attendance for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring the school to perform a “Refund” calculation. If an LOA does not meet the conditions as set forth in 34 CFR 668.22(d), the student is considered to have ceased attendance and to have withdrawn from the school. Thereafter, the school is required to perform a “Refund” calculation.

In order for an LOA to qualify as an approved LOA:

- the school must have a formal written policy regarding leaves of absence requiring that all requests for leaves of absences be submitted in writing and include the reason for the student's request;
- the student must follow the school's policy in requesting the LOA;
- there must be a reasonable expectation that the student will return from the LOA;
- the school must approve the student's request for an LOA in accordance with the school's policy;
- the institution/school may not assess the student any additional institutional charges, the student's need may not increase, and therefore, the student is not eligible for any additional Federal Student Aid;
- the LOA together with any additional leaves of absence, must not exceed a total of 180 days in any 12 month period;
- except in a clock-hour, or non-term credit-hour program, a student returning from an LOA must resume training at the same point in the academic program that he or she began the LOA; and,
- if the student is a Title IV loan recipient, the school must explain to the student, prior to granting the LOA, the effects the student's failure to return from the LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.
- A student granted an LOA meeting the requirements of this section, is not considered to have withdrawn, and no “Return” calculation is required. Upon return from the LOA, the student continues to earn the Federal Student Aid previously awarded for the period.

Below are the guidelines for being granted an approved LOA by Champion Institute of Cosmetology:

- Request is made, by student, in writing,
- Request must specify the reason/s for the requested LOA,
- Request must specify the starting and ending dates of the LOA,
- Circumstances permitting, the request for a LOA must be made in advance,

- An approved LOA may be granted for up to 180 days in any 12 month period,
- You should only request a LOA if you know you will be off from school for more than 20 days,
- Receive institutional approval.

When the student returns from the LOA, they will return to the academic status they previously held. Students who fail to return from an LOA will be considered dismissed as of the last day of attendance. As of the same date, the loan repayment process will be initiated.

Satisfactory Academic Progress (SAP Policy)

STANDARDS:

This institution expects all of its regular students to maintain **Satisfactory Academic Progress (SAP)** as established by this institution under National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS) guidelines, the student must:

1. Maintain an academic average of (70%), “C” or better, at the end of each of the evaluation periods. The grading must take into consideration grades obtained in exams for theory classes and practical grades obtained on “hands on” practical exams.
2. Maintain a attendance level of at least four-fifths (80%) of the scheduled hours indicated on their enrollment contract at the end of each of the evaluation periods.
3. Complete the course within a maximum time frame of one and one-quarter (1.25) times the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 44 weeks (including grace time for absences), he or she must complete within 55 weeks.
4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

EVALUATION PERIODS:

Students’ compliance with the Satisfactory Academic Progress Policy is divided into evaluation periods and is assessed at each 25 percent of the scheduled course completion.

The following table represents the percentage of scheduled course completion, the number of hours scheduled or offered by the institution and the minimum number of hours required. **(SAMPLE USES 125% MAXIMUM TIMEFRAME.)**

Percentage of course scheduled to be completed	Cosmetology (hrs)		Nail Care (hrs)		Cosmetician/Esthetician/Instructor (hrs)	
	<u>Scheduled</u>	<u>Min.</u>	<u>Scheduled</u>	<u>Min.</u>	<u>Scheduled</u>	<u>Min.</u>
At 25%	400	320	100	80	150	120
At 50%	800	640	200	160	300	240
At 75%	1,200	960	300	240	450	360
At 100%	1,600	1,280	400	320	600	480
At 125%	2,000	1,600	500	400	750	600
At 150%	2,400	1,920	600	480	900	720

All scheduled review dates will be set in accordance to the enrollment dates stated on the enrollment

contract. In addition to the required number of hours, students must also have to maintain a (70%) “C” or better grade average.

Probation Period

Students who fail to meet SAP standards (due to either lack of attendance and/or low grades) during a given evaluation period will be placed on a probation status until the following evaluation period. Students will be considered to be making SAP progress and remain eligible to receive aid during the probation period. Students who fail to meet SAP by the conclusion of the probation period will be deemed not to be making satisfactory progress and will lose any remaining eligibility for student financial aid. Students at this time may be terminated from the course of study. If the student is allowed to continue in school, aid eligibility will be reinstated only after the student has re-established SAP in accordance with the attendance and grading standards indicated in items 1, 2, 3 & 4 of this policy. Reinstatement of aid is limited to the period under evaluation. Prior periods in which the student was determined ineligible for aid will not be included in the student’s reinstatement of eligibility. Students making SAP by the conclusion of the probation period will be removed from the probation status and will regain eligibility for Title IV aid.

Appeal Procedures

The student, who wishes to appeal the non-satisfactory progress status, must submit a written request to the Director of the institution. The request is to be presented within (15) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes deserve special consideration. The Director shall evaluate the appeal within five (5) business days and notify the student in writing of his decision. Should the student’s appeal be denied, he or she may appear before a school committee formed by representatives from the administration, faculty and students to present his or her case. The committee shall be named from three (3) current staff members and Two (2) current students as needed, and provide written notice to the student of its decision within three (3) business days. The decision of the committee shall be final.

Reinstatement

A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student.

Reentering

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 Incompleteness

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution’s courses of instruction.

Courses of Study:

- 1. Cosmetology,**
- 2. Cosmetician (aka: Esthetician),**
- 3. Nail Care (Manicure / Pedicure),**
- 4. Cosmetology Instructor.**

All courses offered by (CIC) are taught in English. Demonstrations from the beauty field representatives are provided in English. Classes on the clinic floor are conducted in English. The institution does not provide English as a second language course. (CIC) utilizes the Milady Textbook of Cosmetology as its main reference and instructional guide.

COSMETOLOGY Course: (1,600 Clock Hours)

Course description: (D.O.T. # 332.271-010, CIP # 120403)

The Cosmetology course of study consists of 1600 clock hours covering all phases of Cosmetology, skin care, manicuring and pedicure as mandated by the California Board of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to pass the California Board of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the exam is a requisite in order to obtain a Cosmetology License. The license is a requirement to operate as a cosmetologist in the state of California.

Course format

The curriculum for students enrolled in a cosmetologist course shall consist of 1,600 clock hours of technical instruction and practical operations as mandated by the California Board of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Educational Goals

Performance Objective

1. Acquire knowledge of laws and rules regulating California's established Cosmetology practices.
2. Acquire knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to Cosmetology including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to Cosmetology.

Skills to Be Developed

1. Learn the proper use of implements relative to all Cosmetology services.
2. Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
3. Will learn the procedures and terminology used in performing all Cosmetology services.
4. Will learn the application of daytime and evening make-up to include the application of false strip eyelashes.
5. Will learn the proper procedure of manicuring / pedicuring to include water and oil manicure and pedicure.
6. Will learn the application of brush-on nails, nail wraps, and nail tips.

Attitudes and Appreciations to be developed

1. Be able to appreciate good workmanship common to Cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with clients and colleagues.

Course Contents:

(a) The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred hours (1,600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purposes of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student

of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing.

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

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

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

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

The subjects of Permanent Waving and Chemical Straightening shall include, but are not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

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

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

Hair Cutting (20 hours of Technical Instruction and 80 Practical Operations)

The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shears), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

(2) 200 Hours of Technical Instruction in Health and Safety.

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

Laws and Regulations (20 hours of Technical Instruction)

The subjects of Laws and Regulations shall include, but are not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations (45 hours of Technical Instruction)

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry, including the chemical composition and purpose of cosmetic, nail, hair, and skin preparations. Elementary chemical makeup, chemical skin peels, and chemical and physical changes in matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, Staph, and Material Safety Data Sheets.

Disinfection and Sanitation (20 hours of Technical Instruction)

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and Sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments.

Disinfection shall be emphasized throughout the entire training period and must be performed before the use of all instruments and equipment.

Anatomy and Physiology (15 hours of Technical Instruction)

The subjects of Anatomy and Physiology shall include, but are not limited to the following issues: Human Anatomy and Human Physiology.

(3) 200 Hours of Technical Instruction and Practical Training in Esthetics.

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

Manual, Electrical, and Chemical Facials (25 hours of Technical Instruction and 40 Practical Operations)

The subject of manual, electrical, and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical facials include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

Eyebrow Beautification and Make-up (25 hours of Technical Instruction and 30 Practical Operations)

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers (electrical or manual), and

depilatories for the removal of superfluous hair.

The subject of Make-up shall include, but is not limited to, the following issues:

Skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.

(4) 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring.

The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject-matter as follows:

Manicuring and Pedicuring (10 hours of Technical Instruction and 25 Practical Operations)

The subject matter of Manicuring and Pedicuring shall include, but are not limited to, the following issues:

Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

Artificial Nails and Wraps (25 hours of Technical Instruction and 120 (nails) Practical Operations)

Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips, and nail wraps and repairs.

(c) The Board recommends that schools provide training in the area of communication skills that includes:

Professional ethics, salesmanship, decorum, record keeping, and client service records.

Subject:	Minimum Hours of Technical Instruction	Minimum Practical Operations
1. The Barbering and Cosmetology Act and the Department's Rules & Regulations.	20	
2. Cosmetology Chemistry: (shall include the chemical composition and the purpose of cosmetic, nail, hair and skin care preparations. It shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter).	20	
3. Health and Safety/Hazardous Substances: (shall include training in chemical and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries health and safety laws and agencies, ergonomics and communicable diseases).	45	
4. Theory of Electricity in Cosmetology: (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment).	5	
5. Disaffection and sanitation. (It shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in sections 979 and 980. Disaffection should be emphasized throughout the entire training period and must be performed before the use of all instruments and equipment).	20	10
6. Anatomy and Physiology.	15	
7. Wet Hair Styling: (shall include hair analysis, shampooing, finger-waving, pin curling, and comb-outs).	35	240
8. Thermal Hair Styling: (shall include hair analysis, straightening waving, curling with hot combs and hot-curling irons, and blower styling). a. Thermal styling b. Press and curl.	30	40 20
9. Permanent Waving: (shall include hair analysis, chemical and heat permanent waving).	20	80

10. Chemical Straightening: (shall include hair analysis, and the use of sodium hydroxide and other base solutions).	20	25
11. Haircutting: (shall include hair analysis, and the use of the razor, scissors electric clippers, and thinning shears, for wet and dry cutting);	20	80
12. Hair coloring and bleaching: (It shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses). a. Hair coloring; b. Bleaching.	60	50 20
13. Scalp and Hair Treatments: (shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments).	5	20
14. Facials: a. Manual: (shall include cleansing, scientific manipulations, packs, and masks); b. Electrical: (shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes) however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face; c. Chemicals: (shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operation must be performed in accordance with Section 992 regarding skin peeling).	5 10 10	10 15 15
15. Eyebrow Arching and Hair Removal: (shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair).	10	20

16. Make-up: (shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes).	15	10
17. Manicuring and Pedicuring:		
a. Water and Oil Manicure, including nail analysis, and hand and arm massage;	5	15
b. Complete Pedicure, including nail analysis, and foot and ankle massage;	5	10
c. Artificial Nails;		
i. Acrylic Liquid and Powder Brush-on	10	50 nails
ii. Artificial Nail Tips	10	50 nails
iii. Nail Wraps and Repairs.	5	20 nails

Graduation Requirements

When a student has completed the 1600 hours, the required theory hours and practical operations in Cosmetology with a GPA of (70%) “C” or better and the student has paid in full all tuition and fees, he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate California Board of Barbering and Cosmetology examination.

Licensing Requirements

Applicant is not less than 17 years of age and has completed the 10th grade in the public schools of this state or its equivalent.

All students must have a high school diploma, GED or have passed an ATB exam to initially be enrolled in school.

A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from a prescribed course as sanctioned by the State of California. The student must pass the California Board of Barbering and Cosmetology examination with an overall average of 75% on both the practical and written exams.

COSMETICIAN (aka ESTHETICIAN) COURSE: (600 Clock Hours)

Course description: (D.O.T. # 332.071-010, CIP # 120401)

The Cosmetician (aka: Esthetician) course of study consists of 600 hours covering all phases of Esthetics skin care as mandated by the California Board of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to pass the California Board of Barbering and Cosmetology licensing examination and to help the student obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the exam is a requisite in order to obtain a Cosmetician / Esthetician License. The license is a requirement to operate as a Cosmetician / Esthetician in the State of California.

Course Format

The curriculum for students enrolled in a Cosmetician (aka: Esthetician) course shall consist of 600 clock hours of technical instruction and practical operations as mandated by the State of California Board of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operations shall mean actual performance by the student of a complete service on another person or mannequin.

Educational Goals

Performance Objective:

1. Acquire knowledge of laws and rules regulating California's established Cosmetician / Esthetician practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of skin care.
3. Acquire knowledge of general theory relative to Cosmetology including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to Cosmetology.

Skills to be Developed:

1. Learn the proper use of implements relative to all Cosmetician / Esthetician services.
2. Acquire the knowledge to analyze the scalp, face and neck, before all services are done, to determine any disorders.
3. Develop knowledge relating to products used by the Cosmetician / Esthetician and determined for individual use.
4. Develop knowledge of safety precautions in Cosmetician / Esthetician practices.

Attitudes and Appreciations to be Developed:

1. Be able to appreciate good workmanship common to skin-care.
2. Possess a positive attitude towards public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with clients and colleagues.

Course Contents

(a) The curriculum for students enrolled in a skin care course shall consist of six hundred (600) hours of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and

Cosmetology Act.

(b) For the purposes of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

(1) 350 Hours of Technical Instruction and Practical Training in Facials

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

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

The subject of manual, electrical, and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

Preparation (15 hours of Technical Instruction)

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

(2) 200 Hours of Technical Instruction in Health and Safety

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

Laws and Regulations (10 hours of Technical Instruction)

The subjects of Laws and Regulations shall include, but are not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations (40 hours of Technical Instruction)

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, Material Safety Data Sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases, including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.

Disinfection and Sanitation (10 hours of Technical Instruction)

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques

and procedures:

Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures.

Disinfection shall be emphasized throughout the entire training period and must be performed before the use of all instruments and equipment.

Anatomy and Physiology (15 hours of Technical Instruction)

The subjects of Anatomy and Physiology shall include, but are not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.

(3) 50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up

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

Eyebrow Beautification (25 hours of Technical Instruction and 50 Practical Operations)

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues:

Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

Make-up (20 hours of Technical Instruction and 40 Practical Operations)

The subject of Make-up shall include, but is not limited to, the following issues:

Skin analysis, basic and corrective applications, The application of false eyelashes.

(c) The Board recommends that schools provide training in the area of communication skills that includes:

Professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.

	Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
1	The Cosmetology Act and the Board's Rules and Regulations.	10	
2	Chemistry pertaining to practices of a Cosmetician and purpose of cosmetic and skin care preparation. (Shall also include the elementary chemical matter of makeup, physical and chemical changes of matter).	10	
3	Health & Safety / Hazardous Substances.	40	
4	Electricity. (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment).	10	
5	Disinfection & Sanitation..	10	10

6	Anatomy and Physiology.	15	
7	Facials A. Manual (Shall include skin analysis, cleansing, scientific manipulations, packs and masks.) B. Electrical (Shall include the use of all-electrical modalities and electrical apparatus, including dermal lights for facials and skin purposes.) C. Chemical (Shall include analysis, cleansing, Epidermal skin peels, packs, masks and scrubs)	20 30 20	40 60 40
8	Eyebrow Arching / Tweezers.	5	10
9	Depilatories.	20	40
10	Makeup.	20	40
11	Corrective Makeup / App. False Eyelashes.	20	40
12	Additional Training. May include; Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon & spa skills, professional ethics, personal hygiene, good grooming, salesmanship, normal cleanup duties, required keeping of student daily records, modeling, desk and reception. May also include not more than 8 hours credit for field trips under the direct supervision of a licensed instructor. Date, time and description of field trip shall be recorded on record.	45	

Remaining hours for this class will be credited with practical work concerning actual hands-on work.

Graduation Requirements

When a student has completed the 600 hours, the required theory hours and practical operations in the Cosmetician Course with a GPA of (70%) “C” or better and the student has paid in full all tuition and fees, he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Board examination.

Licensing Requirements

Applicant is not less than 17 years of age and has completed the 10th grade in the public schools of this state or its equivalent.

All students must have a high school diploma, GED or have passed an ATB exam to initially be enrolled in school. A Cosmetician/Esthetician license will be granted by the State of California only after the student has successfully completed and graduated from a prescribed course as sanctioned by the state of California. The student must pass the California Board of Barbering and Cosmetology examination with an overall average of 75% on both the practical and written exams.

Nail Care Course: (400 Clock Hours)

Course description: (D.O.T. # 331.674-010, CIP # 12.0499)

The nail care course of study consist of 400 clock hours covering all phases of manicuring and pedicuring mandated by the California Board of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to obtain the knowledge and skills needed for an entry level position in the nail care field and pass the California Board of Barbering and Cosmetology licensing examination. Passing the exam is a requisite in order to obtain a Manicurist License. The license is a requirement to operate as a manicurist in the state of California.

Course Format

The curriculum for students enrolled in a nail care course shall consist of 400 clock hours of technical instruction and practical operations as mandated by the Board of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin hand / fingers.

Educational Goals:

Performance Objective

1. Acquire knowledge of laws and rules regulating California Cosmetology establishment practices.
2. Understand sterilization procedures.
3. Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
4. Acquire business management techniques common to manicurist.

Skills to Be Developed

1. Use of proper implements relative to all manicuring, pedicuring, and artificial nails.
2. Develop the knowledge to recognize the various skin conditions and disorders.
3. Acquire practical knowledge in manicuring and pedicuring.
4. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

Attitudes and Appreciations to be developed

1. Be able to appreciate good workmanship common to manicuring.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with clients and colleagues.

Course Contents:

The curriculum for nail care course consist of 400 clock hours of technical instruction and practical operations covering all practices of a manicurist pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical operations shall include:

Subject:	Minimum Hours of Technical Instruction	Minimum Practical Operations
1. The Barbering and Cosmetology Act and the Department's Rules and Regulations.	10	
2. Cosmetology chemistry related to manicuring practices: (shall include the chemical composition and purpose of nail care preparations).	10	
3. Health and Safety/Hazardous Substances: (shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases including HIV/AIDS and Hepatitis B).	15	
4. Disinfections and sanitation: (shall include procedure to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specific in Section 979 and 980. Disinfections should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment).	10	10
5. Bacteriology, anatomy and physiology.	10	
6. Water and oil manicures: including hand and arm massage.	15	40
7. Complete pedicure: including foot and ankle massage.	10	20
8. Application of artificial nails		
a. Acrylic: Liquid and powder brush-ons	15	80
b. Nail tips	10	60
c. Nail wraps and repairs	5	40

Graduation Requirements

When a student has completed the required 400 hours, the theory hours and practical operations in Nail Care with a GPA of (70%) "C" or better and the student has paid in full all tuition and fees, the student is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology.

Licensing Requirements

Applicant is not less than 17 years of age and has completed the 10th grade in the public schools of this state or its equivalent. All students must have a high school diploma, GED or have passed an ATB exam to initially be enrolled in school. A Manicuring license will be granted by the State of California only after the student has successfully completed and graduated from a prescribed course as sanctioned

by the state of California. The student must pass the California Board of Barbering and Cosmetology examination with an overall average of 75% on both the practical and written exams.

Cosmetology Instructor (Teacher Trainee) Course Contents:

The curriculum for students enrolled in a Teacher Trainee course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of cosmetology shall include:

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
1. The Barbering and Cosmetology Act and the Department's Rules and Regulations	10	
2. Preparatory instruction: <ul style="list-style-type: none"> a. Instructional techniques, method of instruction, lecture, demonstration, performance, communication skills, instructional aids, and use of questions to promote learning. b. Organization Technique, four (4) step teaching method, performance objectives and learning domains, etc. c. Lesson planning, subject, title, outlines, development and visual aids etc. d. Techniques of evaluation, purpose of test, types of test, test administration, scoring and grading, etc. 	40 30 60 10	 50 50
3. Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations: (shall be conducted under the supervision of a licensed instructor	140	
4. Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory. A student enrolled in the 600 hour instructor training course may not engaged in the school in a complete service connected with any practice or combination of practices of cosmetology upon a patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.	100	

Graduation Requirements

When a student has completed the required 600 hours, the theory hours and practical operations in the Teacher Trainee course a GPA of (70%) "C" or better and the student has paid in full all tuition and fees, he or she is awarded a diploma certifying his or her graduation.

Licensing Requirements

He or she has completed the 12th grade or an accredited senior high school course of study, GED or has the equivalent education. He or she holds a valid California Cosmetologist license and has provided by signed affidavit from his / her employer attesting to their experience. As California law currently reads, and based on Bureau for Private Postsecondary Education regulation, a licensed Cosmetologist working with their active license in their field for a minimum of three (3) years may apply for authorization for service to be licensed as an Instructor in the services they can show documented proof they have been performing services in the categories they have worked in.

Tuition and Fees Policies

As of 11/03/2008 institutional charges for the entire tuition, registration fee, books and supplies WILL be assessed and posted in the students tuition account within the first payment period. Please refer to "Payment Period definition".

Tuition and Fee Schedule

Effective November 3, 2008, all charges may be assessed and billed on the first per payment period.

	COURSE WEEKS	TUITION	REGISTRATION FEE	STRF FEE*	BOOKS AND SUPPLIES	TOTAL
COSMETOLOGY	40-64	\$13,600.00	\$250.00	\$7.50	\$900.00	\$14,757.50
MANICURING/ NAIL CARE	10-14	\$1,260.00	\$75.00	\$1.00	\$360.00	\$1,696.00
COSMETICIAN/ ESTHETICIAN	15-24	\$6,998.00	\$250.00	\$4.50	\$1,250.00	\$8,502.50

*Student Tuition Recovery Fund

TUITION FEES ARE REFUNDABLE. ALL OTHER FEES ARE NON-REFUNDABLE.
Once issued, the books and supplies are not returnable due to sanitary considerations.

NOTE: Length of course duration will vary in accordance to the number of hours the student is expected to attend on a weekly basis as stated on the enrollment agreement.

Textbooks, Equipment and Supplies

Needed supplies and equipment during the freshman training will be available in the freshman classroom. At the completion of 270 clocked hours, each student will be issued a complete kit of equipment with a carrying case. The kit contains the equipment necessary for a successful completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost, or stolen. **Due to sanitary reasons, the equipment once issued and accepted by the student, is no longer returnable to the school upon withdrawal from the course of enrollment. The equipment therefore, becomes the property and responsibility of the student.**

Extra Instruction Charges

If a student reaches the expected graduation date stated on his/her contract and needs additional time to complete hours and/or operations, (CIC) will extend a courtesy period of additional training limited to three weeks without assessing additional charges. Thereafter, overtime tuition charge will be assessed at the rate of \$10.00 per hour (times the remaining number of hours).

Student Tuition Recovery Fund Disclosures

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.”
3. (b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:
4. “The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who were California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

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

Re-Entry Policy

All students who withdraw in good standing may re-enter into the course of study without the loss of credit for prior hours and operations earned during the prior enrollment. If the student transferred to other institution before returning to (CIC), those hours and operations earned at that institution would also be credited to the student for the new re-enrollment. Each re-entry is treated on an individual basis. (CIC) reserves the right to reject students that had withdrawn from (CIC) twice before.

Method Of Payment

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available from (CIC) and/or, private lenders. Federal student financial aid is available to those that qualify to cover educational expenses. Financial aid may be in forms of grants (no repayment required) and student loans (must be repaid). It is the policy of this institution 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 remain 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 school charges must be paid in full before graduation.

Withdrawal From School

On November 1, 2007; the Department of Education published new regulations to modify the treatment of Title IV funds when a student withdraws from an institution.

The "Return of Title IV Funds" (Return) regulations, do not dictate an institutional refund policy. Instead, a school is required to determine the earned and unearned portions of Title IV aid, as of the date the student ceased attendance, based upon the:

- 1 – amount of time the student spent in attendance, or
- 2 – in the case of a clock hour program, the amount of time the student was scheduled to be in attendance.

The calculation of Title IV funds earned by a student has no relation to the students incurred institutional charges.

Up to the 69% point in each payment period (or period of enrollment), a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal.

For a student who withdraws after the 69% point-in-time, there are NO unearned funds. However, a school must still determine whether the student is eligible for a post withdrawal disbursement.

The "Return" regulations do not prohibit a school from developing its own refund policy; however, it must comply with refund policies as required by state or other outside agencies. Although an institutional / state policy will determine the charges a student will owe after withdrawing, those policies will not effect the amount of Title IV Aid the student has earned under the "Return" calculation.

Definitions

Withdrawal date:

Institutions required taking attendance:

Last physical date of attendance recorded in the institutional records.

Institutions NOT required to take attendance

The date when the institution recorded the last student's participation into any academically related activity or,

The recorded mid point of the payment period or course of study as it is used by the institution in calculation of its Return of Title IV Procedures

Return of Title IV Funds and Institutional Refund policy will use this date in their calculations as the end date of the Payment / enrollment period

Determination of withdrawal date:

Institutions may, in accordance to its State or Accrediting Agencies, retain administratively the student in an active status for a period of time of three weeks for California schools, (fifteen consecutive school days).

Institutions will use the determination of the withdrawal date as the start of the 30 day or 45 day period in which the institution would make restitution of funds as calculated by the Return of Title IV or Institutional Refund policy calculation in accordance to State and Federal requirements.

Determination of withdrawal from school:

Situations will determine that a student is no longer enrolled on the earliest of:

The date the student notifies the Financial Aid Office at your school of his/her intent to withdrawal from school. Other staff members are not authorized to accept the student's notice of intent to withdraw and would be referred to the Financial Aid Office.

The date the school terminates the student's enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

The date the student failed to attend classes for a three-week period and failed to inform the school that he/she is not withdrawing. In this case, the date of withdrawal shall be deemed to be (If attendance is required) the last date where physical attendance was recorded, or (If attendance is not required) the last date when the student participated in an academically related activity or mid point of the term, payment period or enrollment period.

For California Schools: If a student is absent for three consecutive weeks and is not on an approved leave of absence, the student will be deemed a withdrawal even though he/she indicated that he/she was not withdrawing.

The student failed to return on schedule from an approved leave of absence. In this case, the withdrawal date will be the last day attended prior to the start of the approved leave of absence and the institutional determination of withdrawal date will be the scheduled date of return from the approved leave of absence.

Withdrawal Calculations

Once the student has been determined by the institution to have withdrawn from the course of study, the institution will determine if the student received or was entitle to received Federal Funds from the Title IV Financial aid programs available at the institution during the payment period (or enrollment period).

If the answer is **YES**, the institution will conduct two distinctive and different calculations. Those calculations are described as follows.

Return of Title IV Funds

This formula determines the percentage of time that the student completed of the payment period or enrollment period in course at the time of the student's withdrawal. This percentage is then applied to the amount of Federal Funds from the Title IV programs that the student received or could have received in the same payment period or enrollment period. The result of this calculation is defined as earned funds. If the student received more than the earned amount, the overpayment is called unearned funds and must be returned to the programs in the following order:

- 1 Subsidized Direct Loan
- 2 Unsubsidized Direct Loan (and PLUS Loan)
- 3 Federal Pell Grants (for which a return of funds is required)

If the calculation shows that the student owes funds to the loan programs, the repayment of those funds will be in accordance to the terms on the promissory note of the respective loans.

If the calculation shows that the student owes funds to the grant program, the liability of the student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by student. A student does not have to repay a grant overpayment of \$50 or less per program. These funds are due from the student within 45 days. If not paid in that time and if the student has not made arrangements with the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

NOTE: If the institution was required by this calculation to return to the programs some of the funds it has collected as tuition payments, the student's tuition account would be adjusted accordingly. Therefore, if the tuition was paid in full, but if the institution returned funds to the programs, the tuition account will show that the student owes that amount returned by the institution to the programs. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the Determination of withdrawal from school date.

Post withdrawal disbursement:

If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion.

Once this calculation is finalized, the institution will then perform a second and different calculation using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

The Institutional Refund Policy

This is a calculation mandated by the institution itself. The formula takes into consideration the percentage of the course completed and it applies that percentage or the corresponding brackets to the institutional charges to determine how much did the institution earned of those charges, how much was paid toward those charges and finally the amount owed if any by the student to the school or if there is an amount due from the institution as a refund to the Title IV aid program. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the Determination of withdrawal from school date.

Sample refund policy statement:

The following SAMPLE refund policy applies to schools operating in the State Of California Under the approval given by the California Bureau for Private Postsecondary and Vocational Education, Private Postsecondary and Vocational Reform Act, (As amended, effective January 1, 2005) California Education Code, Title 3, Division 10, Part 59 Chapter 7 Private Postsecondary and Vocational Institution, Sections 94850-94882.

Refund Policy

Buyer's right to cancel: all funds paid will be returned if the student is rejected for enrollment. If you cancel this contract anytime before you start classes, all funds paid will be returned. You have the right to cancel the agreement for a course of instruction, including any equipment such as books, materials and supplies or any other goods related to the instruction included in this agreement, until midnight of the fifth business day after the first class you attended. Business day means a day on which you were scheduled to attend a class session. If you cancel this contract within and up to the first seven (7) days you start class, all funds will be refunded, including registration fee minus any opened / used equipment.

Cancellation: shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given two notices of cancellation forms for your use if you decide to cancel, however, you can use any written notice that you may wish. You do not cancel the contract by just not attending classes.

Equipment: if the school has given you any returnable equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in unmarked good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. As stated in the front page of this agreement, once opened, beauty supplies and equipment are not returnable items due to sanitary reasons. Therefore, once you have received any beauty equipment, its cost is charged to your account. If you cancel the agreement, (CIC) will refund any money that you paid, less deductions for earned tuition, registration fee and equipment received.

Withdrawal From Course

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the midnight of the fifth business day following the first class you have attended, the school will remit a refund, less a registration fee not to exceed \$250.00 if applicable, within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment as specified in the agreement as a separate charge and return it in unmarked good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in unmarked good condition within the 30-day period, the school may offset against the refund the documented cost to the school of that equipment. Remember, opened equipment is considered unsanitary and cannot be taken back and refunded. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the front page of this agreement. 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. 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.
For California Schools: If you are absent for three consecutive weeks and are not on an approved leave of absence, you will be deemed a withdrawal even though you have indicated that you were not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

Return of Title IV

Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell, if you withdraw from school prior to the completion of the equivalent to **69 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 received 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.

Refunds

If any refunds are due based on the Return of Title IV calculation or 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. This order would apply in accordance to the aid programs available at the institution.

Academic Transcripts

NOTICE CONCERNING TRANSFERABILITY OF UNITS AND DEGREES EARNED AT OUR SCHOOL:

Units earned in our Cosmetology program in most cases, will probably not be transferable. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn degree, diploma, or certificate in our Cosmetology program, in most cases will probably not serve as a basis for obtaining a higher-level degree at another college or university. Hours and operations completed are transferable to any other Cosmetology school. Your license would help you to continue and further your education at a university level. Each course of study offered by (CIC) is considered to be a single course, therefore, students with an outstanding balance on their tuition account will not be able to receive their transcripts until the account is paid in full.

Financial Aid—Consumer Information (*Please see Addendum at back of Catalog)

In order to assist the student in making a more educated decision about enrolling, this institution provides the following disclosures on paper in this catalog:

Institutional Effectiveness Fact Sheet

Crime Statistics Report Disclosure-Clery Act*

Drug and Alcohol Abuse Policy Disclosure*

Admissions Disclosure

Gainful Employment

Constitution and Citizenship Day (September 17th)

FERPA

Textbook Disclosure

GED Class Availability

Copyright Protection Policy

Voting Information

Federal Disclosure: Right-to-know Act. How are students doing?

GED Classes availability Disclosure

General Financial Aid Information

If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at (CIC) may be found in “The Student Guide” and the “Free Application for Federal Student Aid” published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 6:00 a.m. and 2:00 p.m. (Pacific Standard Time). Available Monday through Friday at (800) 433-3243.

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.

Financial Aid Mechanism

Financial aid is a mechanism that reduces out-of-pocket costs that the students and/or parents may pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. **Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms.** Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student’s termination from the program or if a student’s attendance falls below half-time. Financial aid is awarded to students who have “need.” Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education in this school.

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 on at least a half time basis;
- 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 its equivalent) a GED, or have demonstrated the ability-to-benefit
- Agree to use any federal student aid received solely for educational purposes.

The U.S. Department Of Education Title IV Student Financial Aid Programs

The college is approved for, and does participate in the following USDE Title IV programs intended to

defray the costs of attending for those students eligible for financial aid considerations:

- Federal PELL Grant Program (FPELL) (**Does not require repayment**)
- Federal Direct Federal Stafford (Subsidize and Unsubsidized) and PLUS loans (**Does require repayment**).

Again, loans to students and/or parents must be repaid! These loans are not discharged by bankruptcy.

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.

For more specific information on each program please refer to the student guide available at:

Student Guide

http://studentaid.ed.gov/students/publications/student_guide/index.html

Direct Loan Basics for Students

Direct Loan Basics for Parents

Application for Aid, Procedures And Forms

A financial aid application for this institution consists of the following:

Free Application for Federal Student Aid (FAFSA) this form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances. We strongly recommend students and parents to use the FAFSA on the web using the IRS information retrieval and utilize their USDE pin number to execute promissory notes, signatures on FAFSA loan entrance and exit counseling and access to loan records.

Federal William D. Ford Direct Loan Program

Funds received from either of the loan programs are subjected to repayment from the student. Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under this loan programs, the rights that the student has under the individual loan program conditions, and the consequences of a failure to meet the repayment obligations.

Federal Direct Subsidized Loan

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 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.

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.

Disbursement: Checks are issue 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"**

Federal Pell Grant Program: Funds received under this program are not subject to repayment from the student.

Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 29, of the award year from which aid is requested from, or your last day of enrollment in 2009-10, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

Renewal Process: A FPELL Grant award receive for one award year (July 1 to June 30 of the following year), and **it is not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office.

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.

Deadline: You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded.

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. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling through out the entire year

For additional information on Federal Financial Aid programs, request “The Student Guide” published by USDE

Treatment of Title IV funds if the student withdraws from the course of study

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are:

Federal Pell Grants, Academic Competitive Grants, National SMART Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (your school can define these for

you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earned 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all of the assistance that you were scheduled to receive for that period.

If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There is some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year graduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receives on your behalf) excess Title IV funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school, or the Department of Education, to return the unearned grant funds.

The requirements for Title IV program funds when you withdrew are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you do not already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Student Aid Information Center at

1- 800-4-FEDAID

(1 800-433-3243). TTY users may call 1 800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Determining Need

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

(CIC) utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be 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 total amount it will cost a student to go to school. This institution 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 nine months is stated below.

ELEMENTS INCLUDED IN THE BUDGET	TUITION	ACTUAL COST
Registration fee	See course description	See course description
Books and Supplies	See course description	See course description
	See course description	See course description
LIVING COST ALLOWANCE (MONTHLY FIGURES)	STUDENT LIVING WITH PARENTS	STUDENT LIVING OFF CAMPUS
Room and board	\$450.00	\$1128.00
Transportation	\$110.00	\$124.00
Personal/misc. (including cost of uniforms)	\$336.00	\$308.00

Recoveries

Recoveries resulting from unearned Title IV funds due from the student 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.

Refunds

In any case where a refund is due to the Title IV Programs, the payment of the refund will be made within 30 days from the official withdrawal date in the following order: FDirect, FPELL FSEOG, other sources and to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

Transfer Student

A student, who attended a Post-secondary institution before the enrollment at (CIC), is required to provide a Financial Aid Transcript **from each** of the institutions attended within the last six months before the enrollment at this institution. If a financial aid transcript 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 Transcripts are received by (CIC).

Verification Process

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data.

These 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 regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

WHO MUST BE VERIFIED: The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

VERIFICATION EXCLUSIONS: Applicants excluded from verification include:

- Death- Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration- Applicant is incarcerated at the time the verification is to be performed.
- Certain immigration status- Applicant arrived in the U.S. during calendar years 2008 and 2009.
- Certain spouse/parent status: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and can not be obtained by the applicant.
- Completed verification- If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
 - Letter stating that the verification process was completed
 - Copy of the application data that was verified, **and**
 - If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.
 - A completed Financial Aid transcript.
- Pacific Island residency status- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address.
- No funds disbursed- The applicant will not receive federal aid funds,

REQUIRED VERIFICATION ITEMS: Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items include:

- Total number of persons in the household.
- The number of members of household enrolled at least half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2008).
- U.S. income tax paid for the base year (2008).
- Certain untaxed income and benefits for the base year if certain conditions would apply include:
 - Social Security benefits.
 - Child support.
 - Untaxed payments to IRA or Keogh
 - Foreign income
 - Earned income credit
 - Interest on tax free bonds

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).

DOCUMENTATION REQUIRED: Student, spouse, or parents (as applicable) **signed** income tax forms (IRS 1040, 1040A/1040EZ 1040Telefile and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet 2008-2009. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms.

TIME PERIOD FOR PROVIDING DOCUMENTATION:

Applicants must provide the required documentation within 60 days from the last day of attendance or August 31, 2009, 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 PELL Grant applicants 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. Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculated. This process does not apply if the change occurs due to marriage. The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S): If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The

school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

The student may continue training on a cash payment basis.

The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete.

The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

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

TOLERANCES: If there are non-dollar errors and if the errors in dollar items total less the \$400, there is no requirement to recalculate the students EFC.

NOTIFICATION OF RESULTS OF VERIFICATION: The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

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

School Rules And Regulations

1. School hours are Tuesday through Saturday 8:00 a.m. until 4:30 p.m.
2. Time signatures must be clearly legible. Students must enter their own times of attendance.
3. In case of illness or emergency, the student must call in to report his/her absence before 9:00am on the day when the absence occurs.
4. Students are required to be in class for roll call at the start of the scheduled class in clean prescribed uniform attire: Female students must wear a clean and neat white or black t-shirt and clean black, white or jean pants. Anything worn under the uniform must be all white. No leggings or spandex pants are allowed. Closed toe and heel or tennis shoes must be worn at all times; all shoes must a rubber sole. No shorts are permitted. Male students must wear a clean and neat white or black t-shirt and neat and clean black, white or jean pants. Closed toe and heel or tennis shoes must be worn at all times; all shoes must have a rubber sole for safety. No shorts are permitted. COSMETICIANS may wear scrubs, black or white no other color is acceptable.
5. Students appearing in school with their hair not combed and neat will be required to clock out. Individual appearance needs are to be done on the student's own time.
6. A student who is tardy (8:08 a.m.) cannot clock in until theory class is over and may not attend theory class. Students who are tardy (7 times in one month) will be counseled and if tardiness continues, they may be suspended or be placed on probation until tardiness ceases.
7. Students are entitled to a 15 minute break in the AM and 15 minute break in the PM. Student must be cleared by receptionist at the desk. Students should report to an instructor if they have not had his/her break by 1:30 p.m. Students attending 8 hours per day would take 30 minutes for lunch. It is the responsibility of these students to take time out for lunch and sign-out for that period.
8. A student must use the IN and OUT pages to record the time arriving to the school and departing from school. Student's initials are required. The instructor's initials are also required to confirm the student's attendance. Students failing to do so will only receive credit for hours indicated in the signature pages. Students may also be required to sign in and out for breaks extended beyond the allowable time.
9. No student is allowed to sign out during school hours without permission from the supervisor. No student may sign in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day his/her time card must be left at the receptionist desk.
10. No gum chewing is allowed in the college at any time. Smoking is not allowed on the school premises.
11. No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.
12. College business phones may not be used for personal calls except in emergency use only. All calls are limited to 3 minutes. Students are not permitted to leave a patron to answer the phone.
13. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times.
14. Must keep workstation in class or on the clinic floor clean and sanitary at all times.
15. A minimum of ½ hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.

- 16. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to the student. Failure to take a patron is grounds for dismissal for that day.**
- 17. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and, if he/she is excused by an instructor.**
- 18. 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.**
- 19. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.**
- 20. Students are responsible for the return of college materials or equipment loaned to them. Students should not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.**
- 21. 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.**
- 22. Students are required to attend college on all business days before and after holidays.**
- 23. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.**
- 24. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.**
- 25. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Daily time cards will be audited by the school administrators and by authorized governing agencies. Credit will be given for applied effort continuously engage in training and study of the branch of Cosmetology the student is enrolled. All work must be checked by an instructor or credit will not be given. Recording of hours and operations on the time card must be clear and readable.**
- 26. All students will be expected to maintain an average of 70% in theory and in all practical subjects. Probationary status will result in case of failure to do so.**
- 27. Only products furnished by the college may be used unless otherwise approved by the supervisor.**
- 28. Students are to park only in the area designated by the college.**
- 29. Students must comply with all instructions and directions given by authorized personnel relative to school activities. No insubordination will be tolerated.**
- 30. Students must comply with college policy and State rules and regulations.**
- 31. Due to absences all assignments, tests and homework must be made up if required by the instructor in charge of the individual class missed by the student.**
- 32. Notify the administrative office immediately of any name, address or telephone change.**
- 33. Any student absent more than three consecutive weeks without notifying the supervisor will be terminated. These rules are designed to form excellent work habits and attendance similar to that demanded in the beauty field**
- 34 Personal Services: Students will have the opportunity to use the services of another student for their own services. Please remember our new policy of ensuring that students complete all the**

required operations in the course by the time the student completes 1,200 hours. It is required that students be assigned and complete a minimum number of operations at different levels of their course. Therefore, students in the clinic floor must first complete the operations assigned by their instructors and finally obtain authorization for their own services.

- 35 **Models:** Once they have reached 1,400 - students may bring a model for State Board practice only. Students that bring their own models must inform them that the clinic floor opens at 10:00 a.m. Therefore, models will not be allowed to enter the school until after 9:45 a.m. and must wait in the reception area until the student is ready to begin.
- 36 **Assignments:** As you know, our new policy is to ensure that students complete all the required operations to graduate by the time the student completes 1,200 hours. Students may be required to complete three operations before receiving services from other student. Our goal with this procedure is to force our students to gain speed in the completion of operations. In the beauty field, a cosmetologist is expected to be excellent and fast when taking care of his/her clients. Students may be assigned to provide more than one operation to the same patron. This once again simulates the working demands at a beauty salon. As if you were dealing with your own clients, students may not refuse assignments. All students must receive an equal opportunity to work with patrons.
- 37 **Reconciliation of hours:** Students that need to have their hours reviewed for accuracy need to make an appointment with DeeAnn Madsen to have their time cards reviewed on Tuesdays and Wednesday between 2:00 pm and 4:00 pm.
- 38 **Beepers and cellular telephones:** During hours of class, cellular telephones must be turn-off. Beepers must be silent. This is in order of not to disturbing the rest of the class. Please return your calls during the break or lunch hours. Cell phone may be removed if this rule is no respected.

Failure to observe the above rules and regulations may subject the student to termination from school.

Student Rights And Responsibilities

The student has the right to ask the school:

- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped.

It is the student's responsibility to:

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

Institutional Effectiveness

Graduation rate (24 out of 27 students)	88.888%
Passing Rate (19 out of 19 students)	100%
Placement rate (15 out of 19 students)	78.947%

ORGANIZATIONAL CHART

STAFF

Ms. Gisele Bessis. President / CEO

Ms. Gisele Bessis, Director of Education

Ms. DeeAnn Madsen, Executive Assistant /Student Services

Ms. DeeAnn Madsen, Financial Aid Officer / Admissions

FACULTY QUALIFICATIONS

Owner / Director, since 1994

Director of Education since 1994

Vocational Administrative Offices

Vocational Administrative Offices

FACULTY

INSTRUCTOR	INSTRUCTOR'S QUALIFICATIONS
Ms. Sharon Oropeza Freshman and Clinic Floor Instructor	Teaching Credential, Level I/II BPPE Authorized Licensed Cosmetologist Instructor Trainer
Mr. Michael Johnston, M.B.A., J.D. Cosmetologist and Esthetician Instructor	Licensed Cosmetologist BPPE Authorized Attorney-at-Law State Board Licensing Exam Specialist
Mr. David C. Barrett, B.S., M.A. Freshman ROP Instructor	Licensed Cosmetologist Bachelor of Science, Master of Arts, Marriage, Family, Child Counseling Certified Substance Abuse/Alcoholism Counselor
Ms. Divina Mezydlo Substitute Instructor	Licensed Esthetician and Cosmetologist BPPE Authorized
Ms. Anna Oropeza, A.A. Substitute Cosmetology Instructor	Licensed Cosmetologist Associate of Arts, Social Sciences
Ms. Nancy Nicole Orantes Clinic Floor Instructor	Licensed Cosmetologist

Registering to Vote

To register to vote in California, you must be:

- A United States citizen,
- A resident of California,
- 18 years of age or older on Election Day,
- Not in prison or in county jail (serving a state prison sentence or serving a term of more than one year in jail for a defined "low-level" felony), or on parole, post release community supervision, or post-sentencing probation for a felony conviction (for more information on the rights of people who have been incarcerated, please see the Secretary of State's [Voting Guide for Currently or Formerly Incarcerated Californians](#)), and
- Not found by a court to be mentally incompetent.
- **California Registration Deadlines**

California Voter Registration
Deadlines for Upcoming Elections

Election Date	Your registration must be postmarked no later than:
June 5, 2012 (Presidential Primary Election)	May 21, 2012

- **How You Can Register to Vote**

- [Fill Out A Voter Registration Form Now](#)

Simply step through the screens and fill in the information requested on the form. Then print it, sign it, and mail it directly to the county elections office address that is pre-printed on the form. If you have any questions, you may contact the Elections Division at elections@sos.ca.gov or (800) 345-8683.

- **New Voter Assistance**

For a voter registration form in Chinese, Japanese, Korean, Spanish, Tagalog, and Vietnamese, visit the Secretary of State's [New Voters](#) web page.

- **Pick Up A Voter Registration Form**

You can pick up a voter registration form at your county elections office, library, or U.S. Post Office. It is important that your voter registration form be filled out completely and be postmarked or hand-delivered to your county elections office at least 15 days before the election.

If you are enrolled in California's Confidential Address Program, [Safe At Home](#), please do not attempt to register to vote using this site. To register to vote, contact the Safe At Home program toll free at (877) 322-5227 or by email at safeathome@sos.ca.gov.

- [Military and Overseas Voters](#)

Includes United States Citizens who are members of the Uniformed Services (on active duty) and their eligible dependents, members of the Merchant Marine and their eligible dependents, Commissioner Corps of the Public Health Service, Commissioned Corps of the National Oceanic and Atmospheric Administration, or United States citizens residing outside the United States.

- **When to Re-Register to Vote**

You will need to re-register to vote when:

- You move to a new permanent residence
- You change your name

- You change your political party choice

As a California voter, you should be aware that in some areas, local elections are held on dates that do not coincide with statewide election dates. The 15-day close of registration deadline for these local elections varies depending on the actual date of the election. If you need to know a deadline for a local election, contact your [county elections office](#).

- **Voter Registration Deadlines**

In California, the deadline to register to vote for an election is 15 days before each local and statewide Election Day, so please register early!

- **Voter Registration Drives**

Anyone distributing voter registration cards in California should be familiar with the rules and regulations for conducting voter registration drives. For information, please read the [Secretary of State's Guide to Voter Registration Drives](#).

- **Statement of Distribution Form for Voter Registration Cards**

Anyone requesting 50 or more voter registration cards from the Secretary of State must complete and submit a [Statement of Distribution Form](#) and a plan of distribution to the Secretary of State.

The statement and plan of distribution can be mailed or faxed to:

California Secretary of State
Elections Division
1500 11th Street, 5th Floor
Sacramento, CA 95814
Fax: (916) 653-3214

The Secretary of State's Elections Division will process the request within 48 hours of receiving it. For additional assistance, please contact the Secretary of State's Elections Division at (916) 657-2166.

- **Voter Registration Statistics**

The Secretary of State is responsible for producing a statistical report detailing voter registration numbers in California several times per year. To view these reports, please go to [Voter Registration Statistics](#).

- **Additional Assistance**

For additional assistance with voter registration, please contact the Secretary of State's office at the following toll-free numbers:

- English: (800) 345-8683
- Chinese: (800) 339-2857
- Japanese: (800) 339-2865
- Korean: (866) 575-1558
- Spanish: (800) 232-8682
- Tagalog: (800) 339-2957
- Vietnamese: (800) 339-8163

School Performance Fact Sheet

CHAMPION INSTITUTE OF COSMETOLOGY

As of 01/01/2011, the data to be disclosed would be that data as of 07/01/2010 if the course was in place as of that date, therefore the information would be that for the Calendar year 2010 and 2009 for placement.

Course: Cosmetology

Location: 611 S. Palm Canyon Drive, Suite 205, Palm Springs, Ca 92264

Student Initials:		Graduates	Completers	Total
_____	(a) Cohort population means the number of students that began a program on a cohort start date.	42		
_____	(b) Cohort start date means the first class day after the cancellation period during which a cohort of students attends class for a specific program.	42		
_____	(c) Graduates means the number of students who complete a program within 100 percent of the published program length	3	21	24
_____	(c-1) Completers means the number of students who complete a program within 150 percent of the published program length.			
_____	(d) Graduates/completers available for employment means the number of graduates and completers minus the number of graduates and completers unavailable for employment.	3		
_____	(e) Graduates/completers employed in the field means graduates and completers who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.	1		
_____	(f) Graduates and completers unavailable for employment means graduates and completers who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education at an accredited or bureau-approved postsecondary institution.	0		
_____	(g) Students available for graduation and completion means the cohort population minus the number of students unavailable for graduation and completion.	3		
_____	(h) Students unavailable for graduation and completion means students who have died, been incarcerated, or called to active military duty.	0		
_____	Completion rates (c / g) calculated by dividing the number of graduates/completers by the number of students available for graduation/completion.	100 %	%	%
Or an institution may report graduation data reported to, and calculated by, the Integrated Postsecondary Education Data System of the United States.				
_____	Placement rates (e / d) calculated by dividing the number of graduates/completers employed in the field by the number of graduates/completers available for employment.	33.3 %	%	%
_____	License examination passage rates	100 %	%	%

School Performance Fact Sheet

CHAMPION INSTITUTE OF COSMETOLOGY

As of 01/01/2011, the data to be disclosed would be that data as of 07/01/2010 if the course was in place as of that date, therefore the information would be that for the Calendar year 2010 and 2009 for placement.

Course: Esthetician

Location: 611 South Palm Canyon Drive, Suite 205, Palm Springs, CA 92264

Student Initials:		Graduates	Completers	Total
_____	(a) Cohort population means the number of students that began a program on a cohort start date.	_____9_____		
_____	(b) Cohort start date means the first class day after the cancellation period during which a cohort of students attends class for a specific program.	_____9_____		
_____	(c) Graduates means the number of students who complete a program within 100 percent of the published program length	_____4_____	_____5_____	_____9_____
_____	(c-1) Completers means the number of students who complete a program within 150 percent of the published program length.			
_____	(d) Graduates/completers available for employment means the number of graduates and completers minus the number of graduates and completers unavailable for employment.	_____4_____		
_____	(e) Graduates/completers employed in the field means graduates and completers who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.	_____3_____		
_____	(f) Graduates and completers unavailable for employment means graduates and completers who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education at an accredited or bureau-approved postsecondary institution.	_____0_____		
_____	(g) Students available for graduation and completion means the cohort population minus the number of students unavailable for graduation and completion.	_____9_____		
_____	(h) Students unavailable for graduation and completion means students who have died, been incarcerated, or called to active military duty.	_____0_____		
_____	Completion rates (c / g) calculated by dividing the number of graduates/completers by the number of students available for graduation/completion.	_____100_____%	_____%	_____%
Or an institution may report graduation data reported to, and calculated by, the Integrated Postsecondary Education Data System of the United States.				
_____	Placement rates (e / d) calculated by dividing the number of graduates/completers employed in the field by the number of graduates/completers available for employment.	_____75_____%	_____%	_____%
_____	License examination passage rates	_____100_____%	_____%	_____%

School Performance Fact Sheet

CHAMPION INSTITUTE OF COSMETOLOGY

As of 01/01/2011, the data to be disclosed would be that data as of 07/01/2010 if the course was in place as of that date, therefore the information would be that for the Calendar year 2010 and 2009 for placement.

Course: Manicuring

Location: 611 South Palm Canyon Drive, Suite 205, Palm Springs, CA 92264

Student Initials:		Graduates	Completers	Total
_____	(a) Cohort population means the number of students that began a program on a cohort start date.	7		
_____	(b) Cohort start date means the first class day after the cancellation period during which a cohort of students attends class for a specific program.	7		
_____	(c) Graduates means the number of students who complete a program within 100 percent of the published program length	2	2	4
_____	(c-1) Completers means the number of students who complete a program within 150 percent of the published program length.			
_____	(d) Graduates/completers available for employment means the number of graduates and completers minus the number of graduates and completers unavailable for employment.	2		
_____	(e) Graduates/completers employed in the field means graduates and completers who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.	0		
_____	(f) Graduates and completers unavailable for employment means graduates and completers who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education at an accredited or bureau-approved postsecondary institution.	0		
_____	(g) Students available for graduation and completion means the cohort population minus the number of students unavailable for graduation and completion.	7		
_____	(h) Students unavailable for graduation and completion means students who have died, been incarcerated, or called to active military duty.	0		
_____	Completion rates (c / g) calculated by dividing the number of graduates/completers by the number of students available for graduation/completion.	57 %	%	%
Or an institution may report graduation data reported to, and calculated by, the Integrated Postsecondary Education Data System of the United States.				
_____	Placement rates (e / d) calculated by dividing the number of graduates/completers employed in the field by the number of graduates/completers available for employment.	0 %	%	%
_____	License examination passage rates	100 %	%	%

