



My-Le's
Beauty College

5972 STOCKTON BLVD.
SACRAMENTO, CA 95824
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Catalog

COSMETOLOGY
MANICURING

MY-LE'S BEAUTY COLLEGE

5972 STOCKTON BLVD.
SACRAMENTO, CA 95824
(916) 422-0223

www.mylebeautycollegeinc.com

Effective January 1, 2014

SCHOOL CATALOG

TABLE OF CONTENTS

Approval Disclosure	2
Student Tuition Recovery Fund	3
Director's Letter of Welcome	4
Educational Objectives	5
Facilities/Handicapped Students/Statement of Non-Discrimination	6
Freshman Class Enrollment/Equipment/Supplies	6
Admissions Policy & Procedures	7
Compensating Policy	8
Satisfactory Academic Progress/Evaluation Period	8
Progress Policy/Attendance Status	10
Re-Entry Policy	10
Credit Evaluation/Transfer Policy	10
Policy Relating Conduct	11
Disclosure of Educational Records	11
Health and Physical Considerations	11
Grading System	11
Program Incompleteness	11
Make-Up Policy	11
Graduation Requirements	12
Calendar/Holidays	12
Class Schedule	12
Student Clock Hour Policy	12
Time Sheet Credit	12
Notice of Student Rights	13
Program of Study	13
School Rules & Regulations	14-15
Tuition Fee and Schedule/Extra Instruction Charges	16
Scholarships/Method of Payment	16
Refund Policy/Withdrawal from Program	17
Refunds-Transfers	18
Return of Title IV Fund Policy	18
Student Services Policy & Procedure	19
Advising/Attendance/Leave of Absence	19
Career Advising & Personal Attention	20
Job Placement	20
ATB Students/Student Records	20 -21
Housing Assistance/English-As-A Second Language	21
Student Complaint & Grievance Procedure	21, 22
Prevention Programs	22
Licensing Requirements	25,27
All Programs Curriculums	23-27
Financial Aid – Consumer Information	28-34
Family Educational Rights and Privacy Act (FERPA)	35
Student Right and Responsibilities	36
Campus Security Disclosure Statement	37-39
Student Disclosures	40-41
Admissions/Financial/Placement Hours	42
Faculty & Staff	43

APPROVAL DISCLOSURE STATEMENT

MY-LE'S BEAUTY COLLEGE was founded in 1990 at its current location at 5972 Stockton Blvd. Sacramento, CA 95824. My-Le's Beauty College is a private institution, and that it is approved to operate by the Private Postsecondary and Education. **Approval to operate means compliance with state standards as set forth in the Ed. Code.**

Approval programs are:

COSMETOLOGY	-	1600 CLOCK HRS
MANICURING	-	400 CLOCK HRS

Instruction is in residence with facilities occupancy level accommodating 100 students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school does participate in Title IV Programs, meant to assist students to meet education expenses. Our school is currently not on any pending petition in bankruptcy or is operating as a debtor in possession within the preceding five years.

- * The maximum number of students in a classroom at one time is 30.
The instructor/student ratio is 1/30.

The following are state boards, bureaus, departments or agencies, which set minimum standards for our program of studies in accordance with Education Code Section 94316.12:

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

Bureau for Private Postsecondary and Education provides approval for school operations.

My-Le's Beauty College is accredited by the Accrediting Commission of Career Schools and Colleges of Technology (**ACCSC**).

My-Le's Beauty College is also recognized by the **United States Department of Education (USDE)** as an eligible institution to participate in the Federal PELL Grant Program.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

CEO/Director
Phung K. Co

STUDENT TUITION RECOVERY FUND STATEMENT

State of California

STUDENT TUITION RECOVERY FUND

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

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

To be eligible for STRF, you must pay the state-imposed fee 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, guarantee 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 fee if either of the following applies:

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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

Questions regarding the STRF may be directed to:

**BUREAU FOR PRIVATE POSTSECONDARY AND EDUCATION
2535 CAPITOL OAKS DRIVE, SUITE 400
SACRAMENTO, CA 95833
TEL: (916) 431-6959**

**LETTER FROM THE DIRECTOR
WELCOME....!**

Dear Student,

Welcome to **MY-LE'S BEAUTY COLLEGE** and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry.

At **My-Le's Beauty College**, our primary objective is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the California State Board Exams. In the process, our secondary objective is to maximize the development and personal growth of each student as a total person, to help each student discover his/her potential and hopefully function as cosmetology entrepreneurs and teachers of the future.

Our primary vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: Hair Stylist, Hair Colorist, Manicurist, Make-up Artist, or as a Beauty Salon Owner, Cosmetology Teacher, Supervisor, Director or School Owner.

The teaching and training at **My-Le's Beauty College** represent the spectrum of cosmetology knowledge and experience. Our instructors present a challenging teaching and learning environment designed to maximize the student's preparation and opportunity for success in one of today's most exciting career fields---the beauty industry.

It is a pleasure to have you join us at **My-Le's Beauty College**. My goal is to help you discover your ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire program of your training.

Sincerely,

Phung Kim Co
CEO/DIRECTOR

EDUCATIONAL OBJECTIVES

At **MY-LE'S BEAUTY COLLEGE** our primary objective is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the California State Board Exams. In the process, our secondary objective is to maximize the development and personal growth of each student as a total person, to help each student discover his/her potential and hopefully function as cosmetology entrepreneurs and teachers of the future.

Our primary vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: **Hair Stylist, Hair Colorist, Manicurist, Make-up Artist, or as a Beauty Salon Operator.** Normal progression should move him or her to positions such as **Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, Supervisor Director, or School Owner.**

The daily training operation of **My-Le's Beauty College** is under the instruction of a qualified Supervisor (**Ms. TAN DO**) who brings many years of valuable experience within the beauty industry and believes in continuing her education to keep abreast of the vast changes in our industry.

The resultant educational program, the teaching training at **My-Le's Beauty College** represents the spectrum of cosmetology knowledge and experience. Our Teachers present a challenging teaching and learning environment designed to maximize the student's preparation and opportunity for success in one of today's most exciting career fields ... the beauty industry.

The quality of **My-Le's Beauty College** faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all cosmetology, manicuring professions. These exciting activities are carried out in an environment that is characterized by:

1. **Spacious, well-lighted facilities, remodeled to meet functional school needs.**
2. **Salon-type equipment especially designed to properly enhance student training.**
3. **An educational philosophy that demands student's adherence to exemplary professional conduct and standards.**
4. **An instructional methodology that provides continual individualized instructions during the complete tenure of student training.**

Students gain skill and confidence from training on quality equipment in comfortable surroundings. The strict observance of high professional standards enhances their future opportunities for higher paying vocational employment. The constant utilization helps develop skills to their fullest capacities. **My-Le's Beauty College** welcomes all persons interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

FACILITIES& EQUIPMENT

My-Le's Beauty College is a spacious (5,000 sq.ft.) 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 that help enhance the student's product knowledge. A student lounge is provided for the student's use with facilities, eating and rest areas. The cosmetology clinic area includes 12 individual styling stations, 39 work stations, and 6 backwash shampoo units, 2 facial chairs and facial machine. The manicure area has 19 portable manicure tables. A library area is also provided for students with books, videos, and a computer with internet access for learning resources.

FOR HANDICAPPED STUDENTS

Access for handicapped students to the institution's facilities is not available at the college. This institution does not offer special facilities or programs for the handicapped.

STATEMENT OF NON-DISCRIMINATION

My-Le's Beauty College does not discriminate on the basis of race, color, religion, sex, handicap, financial status, and age, area of origin or residence in its admissions, instruction, or graduation policies.

FRESHMAN CLASS-ENROLLMENT

The freshman curriculum for each of the program requires a specific number of hours of classroom lectures, demonstrations, and student practice. **SEE CURRICULUMS STARTING ON PAGE 23.** The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass State Board examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows: **Cosmetology 300 hrs. Manicuring 100**

My-Le's Beauty College considers the freshman classes to be the foundation for your future.

TEXTBOOKS & SUPPLIES

Students are responsible for purchasing their own supplies needed for their educational program. A list of required supplies will be provided to the students prior to enrolling in the program of study. For students who choose to purchase supplies from the school, they have to pay on the day they receive the supplies.

In addition to the books and kit, each student will be provided a hair/nail station when he/she is on the clinic floor. 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. Students must learn to be responsible for a student's equipment, either lost or stolen. Students are responsible for the tools of their trade.

The estimated costs of supplies for each program are as follow:

Cosmetology - \$819.00
Manicuring - \$354.00

ADMISSIONS REQUIREMENT

Our institution instruction and learning materials will be in English. Enrollees are admitted as regular students under the following criteria:

- A) An applicant must be at least 17 years old.
- B) Take and pass school admission examination with score of 70% or higher.
- C) An applicant must provide U.S. government issued I.D. Card (e.g. Driver's License, State Identification Card, Passport, Resident Alien, and Military I.D.) and valid Social Security Card.
- D) An applicant must complete at least High School or its equivalent (GED). High School diploma or GED must be provided.

Foreign Education Diploma is to be translated and certified to be at least equivalent to U.S. high school diploma or GED

Non-High School graduates or its equivalent, must be at least 18 years of age (beyond the age of compulsory) will be required to pass the Ability-To-Benefit tests. Our school uses the **Wonderlic Basic Skills Test (WBST)**, Verbal Form VS1 & VS2 and Quantitative Form QS1 & QS2. This test is approved by The U.S. Department of Education with a passing score of (200) for Verbal Form VS1 or VS2, (210) for Quantitative Form QS1 or QS2. This test will be administered by an Independent Test Administrator and not by any school representatives at LT International LLC 6853 65thSt. Sacramento, CA 95824. (916) 395-8808. The school's admissions personnel will provide applicants with additional information as how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admission.

Ability-to-Benefit (ATB) students can no longer become eligible for federal financial aid. However, students who were enrolled in an eligible educational program of study before July 1, 2012 may continue to be considered Title IV eligible under the ATB test. *(Federal Student Aid Handbook 2012-2013, Volume 1 Student Eligibility, Chapter 1, Page 8).*

ADMISSION PROCEDURES

- To apply for admission, an applicant should contact an admission officer at the school to schedule an appointment for a personal interview and tour the school facilities. At this time the school's catalog, syllabus, and general brochure is given to an applicant.
- The admission officer will explain to the prospective student the admission requirement, education providing, and all the requirements to the program, rules and regulations as well as the costs of the program.
- The school's admission officer will direct prospective student to make a financial aid appointment with Financial Aid Administrator for questions and information regarding financial aid eligibility requirements.
- The school's admission officer will set up for an enrollment process.
- To complete the enrollment process:
 - a) The applicant must submit all requirements documents and pass school examination base on admission requirement with the enrollment application.
 - b) The admission officer should encourage prospective student to review the school catalog and the School Performance Fact Sheet, which must be provided to prospective student prior to signing an enrollment agreement.
 - c) The admission officer also completes the prospective student evaluation form. Admission decisions must base on fair, effective, and consistent applied criteria that enable the school to make judgment that the applicant is capable of successfully completing the training offered.
- The school will then review the prospective student's file and notify the applicant either in writing or by phone whether he/she has been accepted.

COMPENSATING POLICY

Our Institution does not compensate any staff member involved in recruitment, enrollment, admissions, student attendance, or sales of educational materials to student.

SATISFACTORY ACADEMIC PROGRESS (SAP)

STANDARDS: This institution expects students to maintain Satisfactory Academic Progress (SAP) as established by this institution, the student must:

- 1) Maintain a cumulative academic average of “C” (70% or better on all tests, work projects (operations) and other required program work.
- 2) Maintain a cumulative average attendance level of at least two-thirds (2/3) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ($2/3 \times 30 = 20$).

Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (21 days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 21 or more days are encouraged to request a Leave-of Absence.

In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the School Rules, pages 14-16 of this catalog.

- 3) Complete the program within one and one-half (1 ½) times the length of the program as defined in the enrollment agreement. For example, if the student has contracted to complete the program within 40 weeks, he or she must complete within 60 weeks.
- 4) Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the program to be considered as meeting satisfactory progress at the end of an evaluation period will be considered to be making satisfactory progress until the next evaluation.
- 5) Students will need to pass the following 4 tests (25%, 50%, 75%, 90%) for all programs before they can graduate.

EVALUATION PERIODS: Students compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times or at which each additional 400 clock hours are scheduled to be completed, beyond graduation date:

The following table represents the percentage of scheduled program completion, the number of hours scheduled by the institution.

Percentage of program to be completed	Cosmetology Hrs. Scheduled	Manicuring Hrs. Scheduled
At 25%	400	100
At 50%	800	200
At 75%	1,200	300
At 90%	1,440	360

Example: For the 1600 clock hour Cosmetology program, a student will be evaluated at the increments in which the student is scheduled to reach 400, 800, 1200, and 1440 clock hours, if applicable; at the point of which the student is scheduled to reach an additional 500 clock hours beyond scheduled completion, or at actual completion.

Example: For the 400 clock hour Manicuring program a student will be evaluated at the increments at which the student is schedule to reach 100, 200, 300, and 360 clock hours.

Special Note: The percentage of the program scheduled to be completed is defined according to the terms of the enrollment agreement. Example: A student enrolled at 100 hours per month would be scheduled to complete a 600 hour program in 6 months, 400 hour program in 4 months and a 1600 hours program in 16 months, allowing no absences.

For example a student enrolled in a 40 week, 1600 clock hour program would be evaluated for SAP after the 10th week; the 20th week; the 30th week and the 36th week, these dates would correspond to the point at which the student was scheduled to have completed 400, 800, 1200, and 1440 clock hours.

In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 400 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

ACADEMIC PROBATION: Students who fail to meet SAP standards during a given evaluation period will be placed on academic or attendance probation for one additional evaluation period. Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic/and or Attendance Progress will be terminated at the discretion of the institution. In the event a student is allowed to continue with instruction, reinstatement will only be after the student has reestablished SAP in accordance with the attendance and grading standards indicated in SAP STANDARDS 1-5 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.

In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply.

Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation.

APPEAL PROCEDURES: Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should be received within five (5) days of termination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame (5-10 days) and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (5-10 days). The decision of the committee shall be final. Students that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be re-entered in the program.

Students accepted for re-entering the program that previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation, within the evaluation probationary period time frame.

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.

PROGRESS POLICY

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

ATTENDANCE STATUS

Full time students are required to be enrolled to attend a minimum of 25 hours per week. Half time enrollment requires a minimum of 20 hours per week. Part-time enrollment is defined as more than 20 but less than 25 hours per week.

RE-ENTRY POLICY

All students who withdraw at our institution or other institutions may re-enter into the program without the loss of credit of State Board hours provided it is within 5 years from the date of their withdrawal and the student is in good standing with the college.

CREDIT EVALUATION/TRANSFER POLICY

Student transferring into My-Le's Beauty College from another school in the State of California must have record of withdrawal from the prior school if the student wishes to be afforded credit for prior hours of training. For students desiring credit training from schools out of this state must submit proof of training to the Board of Barbering and Cosmetology for approval. The Board of Barbering and Cosmetology will provide the applicants with the supplemental hours needed to complete the applicable program. Appropriate credit will be granted for prior training for transfer from program toward the other program upon review and verification by college officials of its validity under the Cosmetology Act. Any student transferring into My-Le's Beauty College must complete and pass all requirements in order to receive proof of training, completion papers, and certificate.

My-Le's Beauty College will only consider granting credit to prior hours during the enrollment process. Credit for prior hours will not be granted after enrollment contract has been signed.

The hourly tuition charges for transfer/re-enrollment students who have prior hours are charged the same hourly rate as our attending students per program.

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

The transferability of credits you earn at My-Le's Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Cosmetology or Manicuring is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending My-Le's Beauty College to determine if your certificate will transfer.

POLICY RELATING CONDUCT

Students are expected to conduct themselves in a manner appropriate to a professional work environment. Violations of any following items may result in suspension or termination.

- A. Abusing any illegal drugs or alcohol.
- B. Cheating on school examination, time card or time-sheet.
- C. Destroying or damaging school property.
- D. Disrespect toward any school's staff members or instructors.

DISCLOSURE OF EDUCATION RECORDS

Adult students, parents or minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in their educational records. However, a staff member must be present. Educational records are defined as files, materials, and documents, which contain information directly, related to the students and are securely maintained by the school. School will maintain students' file for five (5) years. Students are not entitled to inspect the financial records of their parents. Written consent is required before educational records may be disclosed to third parties with the exception of Accrediting Commissions or Governmental Agencies as authorized by law.

HEALTH AND PHYSICAL CONSIDERATIONS

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

GRADING SYSTEM

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at **25%, 50%, 75% and 90%** of the program hours completed. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

100% - 90% = A = 4.0...Superior Performance

89% - 80% = B = 3.0...Above Average

79% - 70% = C = 2.0...Average

69% - 60% = D = 1.0...Unsatisfactory

59% - 50% = F = 0.0...Fail

PROGRAM INCOMPLETENESS:

Program incompleteness, repetitions and non-credit remedial program are not applicable to this institution's form of instruction.

MAKE-UP POLICY

Students who are having medical or extended personal problems which make it difficult to attend class are considered excused absences. Due to excused absences, all assignments, tests and homework may be made up. Any deviation from the policy must be in writing from the office and signed by member of administrative staff. All make-up tests, assignments and homework have to be made up within two (2) weeks following the date the student comes back to school from excused absences.

GRADUATION REQUIREMENTS

Students must meet the following requirements in order to be issued a diploma certifying their graduation.

1. Maintain a cumulative academic average of 2.0 (C), which is 70% or better on all tests, work projects and other required program works.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) of the scheduled hours indicated on their enrollment contract.
3. Complete the program within 1.5 times the normal program length.
4. Satisfy all financial obligations to the school.

CALENDAR/HOLIDAYS

The school is closed on Sundays, Mondays and the following holidays:

New Year's Day, Memorial Day, The Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

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

CLASS SCHEDULE

CLASSES WILL BE HELD AT 5972 STOCKTON BLVD, SACRAMENTO AS FOLLOWING:
Cosmetology Program monthly.....the first Tuesday. Manicuring Program Weekly.....Tuesday.

STUDENT CLOCK HOUR POLICY

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

Once theory classes have been started no one will be allowed to enter the theory classroom.

After clocking in you are required to maintain applied effort and personnel grooming. Leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs you will be asked to stop such activity or to clock out for the remainder of the day. Continued activities of this nature could result in your termination.

One clock hour is equal to 60 minutes of instruction.

TIME SHEET CREDIT

In order to complete the program of study, the student must complete the minimum hours and operations as prescribed by the Board of Barbering and Cosmetology. The student must be aware at all times of hours and operations required for completion. All students will receive "Daily Record" Time-sheet weekly. Credit will only be given by instructors. Credits will need to be earned on a daily basis with instructors initial or credit will not be given. It is student's responsibility to transfer all prior hours and operations to a new "Daily Record" Time-sheet. The previous "Daily Record" Time-sheet must be turned into the admission office by the end of following Saturday or you will lose all credit for that week. It is the student's responsibility to maintain your time. If the time-sheet is lost, the student will lose all credits on that time-sheet

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

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time-sheet reflecting the Theory hours earned and any class the instructor has demonstrated.
3. The portion of the time-sheet concerning operations is to be applied efforts of the students as they manually perform practical subject.
4. Some practical operations may take longer to perform according to the student. Note the following time frame the State Board gives for each operation.

Shampoo/set	=	1 ½ hours
Scalp Treatment	=	½ to 1 hour
Permanent Wave	=	2 to 2 ½ hours
Facial	=	1 ½ to 2 hours
Manicure	=	½ hour
Hair cut	=	½ to 1 hour

Using the above, the Board would understandably not consider a student capable of performing more than three permanent waves per day.

NOTICE OF STUDENT RIGHTS

1. You may cancel your contract for school, without any penalty or obligation on the fifth business day following your first class session as described in the **Notice of Cancellation** form that will be given to you the first day of class. Read the **Notice of Cancellation** form for 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 the right to stop school at any time, and receive a refund for the part of the program not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the **Bureau for Private Postsecondary and Education** at the address and phone number below for information.
4. 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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

PROGRAM OF STUDY

COSMETOLOGY PROGRAM: (1,600 Clock Hours)

The program of study for students enrolled in a cosmetology program shall consist of sixteen hundred (1,600) clock hours of technical instructional and practical operations covering all practices constituting the art of cosmetology.

MANICURE PROGRAM: (400 Clock Hours)

The program of study for students enrolled in a manicure program shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of manicurist and pedicurist

Educational Goals: The cosmetology program of study is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist (**D.O.T. # 332.271-010, CIP # 12.0403**)... Manicuring (**D.O.T #331.674-010, CIP # 12.04099**)...

SCHOOL RULES AND REGULATIONS

1. School hours are Tuesday – Friday 9:30am until 6:00pm, Saturday 9:00am – 5:30pm
2. Students must use the electronic time clock system to swipe “IN” when entering and “OUT” when leaving. Students must swipe in and out only their own card.
3. Record time-sheet must be clearly legible. Students must turn in their record time-sheet at the end of second week.
4. In case of illness or emergency on any day, the student must call in to the school supervisor to report his/her absence before 9:45am that morning.
5. Students are required to be in class for roll call promptly at 9:45am in clean, prescribed uniform
 - A. Student must wear a white lab coat, closed toe shoes and no higher than 2 inches. Shorts, skirt and dress need to touch the knee.

*** Lab Coats are to be purchased at the school only since our school logo is required and it appears on the lab coat.
6. Students appearing in school with their hair not set and neat will be asked to clock out. Beauty needs are to be done on the student’s own time.
7. A student who comes to school after 9:45am may not attend theory class. Students who are habitually tardy (5 times in one month) will be advised. If tardiness continues the student may be suspended or be placed on probation until tardiness ceases.
8. Students will take lunch between 12:00pm and 1:00pm. Students should report to an instructor if they have not had lunch by 1:30pm. Lunch is 30 minutes. Lunch period is each student’s responsibility.
9. No student is allowed to clock out during college hours without permission from the supervisor. No student may clock in or out for another student. This rule is strictly enforced.
10. No gum chewing is allowed in the college at any time. Smoking is allowed in designated areas only OUTSIDE of the building.
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. You are not permitted to leave a patron just to answer the phone.
13. Rigid adherence to the rules of sanitation and disaffection and personal hygiene is required at all times.
14. Students must keep their workstations in class or on the floor, cleaned and sanitized 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 them. Failure to take a patron is ground for suspension.
17. No student may leave a patron while doing a service on a patron, except in an emergency and 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. Freshman students are not allowed to work on senior students and vice versa at any time. Personal services will be allowed on Tuesday through Thursday with the instructor permission.
20. Students are responsible to return the school materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
21. Students have the privilege at all times to consult with the school's official regarding his/her personal problems. The school positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
22. 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.
23. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Credit will be given for applied effort only and continuously engaged in training and study of the program for which you are enrolled. All work must be checked by an instructor or credit will not be given.
24. All students must maintain an average of 70% in theory and in all practical subjects. Probationary status will result in case of failure to do so.
25. Only products furnished by the college may be used unless otherwise approved by the supervisor.
26. Students are to park only in the area designated by the college. The supervisor will show you the parking area and where to park during orientation class.
27. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. No insubordination will be tolerated.
28. Students must comply with college policy and state rules and regulations.
29. Notify office immediately of any address or telephone change.
30. Absence of three (3) days or more without notification shall be considered cause for suspension. Any student who continuously absent more than twenty-one (21) days will be terminated.
31. Forging instructors' signature is a serious problem and it is an act of a crime, which can be prosecuted. Students who are forging instructors' signature can be terminated immediately.

These rules are designed to form excellent work habits and attendance, and to aid in completing your program as soon as possible so that you may become employed as a cosmetologist, manicurist. **Violation of school rules may result in suspension or termination.**

In addition to the school Rules and Regulations, the following reasons a student may be terminated:

1. **If a student gets caught in cheating on tests.**
2. **If a student clocks In/Out for other students.**
3. **If a student uses drugs or alcohols in school.**

TUITION AND FEE SCHEDULE

PROGRAM	TUITION*	REG.	KITS	STRF**	TOTAL	WKS.
Cosmetology	\$10,800	\$75	\$819	\$6.00	\$11,700.00	46 - 69
Manicuring	\$900	\$75	\$354	\$0.50	\$ 1,329.50	12 - 18

* REFUNDABLE

**STRF: Student Tuition Recovery Fund

Please Note: All kit prices above include books and lab coat. Once used, kits are not returnable or refundable due to sanitary considerations.

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

Brush – up (See below)

EXTRA INSTRUCTION CHARGES

Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, and extra instruction charge will be made for the balance of the hours required for the completion of program. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: **Cosmetology: \$6.75**
Manicuring: \$2.25

***BRUSH-UP:** Students requiring preparation for the State Board exam will be billed at the program hourly rates, depending on which license they are applying for and a registration fee of \$75.00. Students must furnish their own equipment.

THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICES WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS

SCHOLARSHIPS

Our college does not award any institutional scholarships incentives.

METHOD OF PAYMENT: TUITION POLICIES AND FEES

For short term programs of less than 4 months - ALL TUITION AND FEES ARE PAYABLE IN ADVANCE unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available. No interest is charged by this institution when the program is paid in full prior to completion of the program.

For long term programs of 4 months or longer - Payment schedules (weekly, monthly, and quarterly) are available. No interest is charged by this institution when the program is paid in full prior to completion of the program.

No discounts will be given to those students who wish to pay their tuition in full.

Our Institution does not offer private loan funding. For any of those students who obtain a loan through private banking, those students are not obligated for indebtedness that exceeds the total charges for the current period of attendance.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

All students are expected to pay registration fee, kit, textbook, lab coat, badge, and STRF fee as a down payment.

Student who are eligible for financial aid need to check account balance with financial aid office for payment plans.

Students who are not eligible for financial aid need to make payments according to Enrollment Agreement.

REFUND POLICY

Cancellation of Enrollment Agreement

“STUDENT’S RIGHT TO CANCEL” you have the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the front page of the Enrollment Agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage paid. The written notice of cancellation need not take any particular form and 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 to use, but you can use any written notice that you wish. Once you receive equipment, it is yours to keep without further obligation. **NOTE: Beauty supplies are not returnable due to sanitary reasons.** Therefore, once you accept the supplies, the cost will be charged to your account. Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed seventy dollars (\$75.00), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later within 30 days after your notice of cancellation is received.

Withdrawal from Program

You have the right to withdraw from a program of instruction at any time. If you withdraw from the program of instruction after the period allowed for cancellation of the Enrollment Agreement, which is until midnight of the seventh calendar day. As a precursor to processing your withdrawal, you must meet with a member of My-Le’s Beauty College Management Team. Withdrawal shall be deemed to be the last date of recorded attendance. The school will remit a refund less a registration fee if applicable, not to exceed \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. If student complete 60% or less the period of attendance, the refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of scheduled to complete hours of instruction which you have not received but for which you have paid and the denominator of which is the total number of the hours of instruction for which you have paid. For student completed more than 60% of the period of attendance, the institution will retain 100% of tuition. 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 list on the first page.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTEND, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL, IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, AND THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

Hypothetical Refund Example in accordance to the state prorates policy for student leaves the institution prior to completing 60% of the period of attendance.

Assume that a student, upon enrollment in a 450 hour of period of attendance, pays \$2700.00 for tuition, \$75.00 for registration, and \$575.00, documented cost to school, for equipment as specified in the enrollment agreement and withdraws at scheduled to complete 200 hours without returning (due to sanitary reasons) the equipment he/she obtained. The prorate refund to the student would be \$1,500.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in good condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned and paid by the student.

Hourly cost of tuition	Hourly of tuition paid	Hours paid for but not received	Calculation of earned tuition	Refund calculation of tuition	Final refund calculation
<u>2,700</u>	<u>2,700</u>	450	200	250	Total paid <u>\$3,350</u>
450	\$6	(200)	x6	x6	Less:
=	=	=	=	=	Adm. Fee 75.00
\$6	450	250	\$1,200	\$1,500	Equipment 575.00
					Tuition <u>1200.00</u>
					Total refund \$1,500.00

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the program when any of the following occurs:

- a. Date when you notify the school of your intent to withdraw.
- b. Date when the school terminates your Enrollment Agreement
- c. Date when you fail to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
- d. Date when you failed to return as schedule from an approved leave of absence.

REFUNDS - TRANSFERS

Refund due to the students will be made within 30 days following the last date of attendance, when a student requests a transfer to another school. **My-Le’s Beauty College** will prepare all of the academic and financial documents requested by the student.

RETURN OF TITLE IV FUNDS (R2T4) POLICY

Treatment of Title IV Funds if student withdraws from the program of study:

Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the program of study. Simply stated, if the student withdraws at or less than the sixty percent (60%) of the payment period in program, the students would have earned the same percentage of aid received. For example, if the student withdraws at fifty percent (50%) of the payment period, the student would have earned only 50% of the aid received or eligible to receive. To determine the percentage completed, the scheduled to complete hours in the payment period will be divided by the total hours in the payment period. Unearned aid will be returned to the programs in accordance to the guidance described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid.

If student completed more than 60% of a payment period, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

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 fund 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 arrangement with the U.S. Department of Education within 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 from institution 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: FPELL, FSEOG, other sources and to the student. This order will be applied providing the received funds from that program and in amounts not to exceed the amounts originally paid from each program.

Withdrawal Date

Students are officially withdrawn when any of following occur: a) Date when you notify the school of your intent to withdrawal. b) Date when the school terminates your Enrollment Agreement. c) Date when you fail to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. d) Date when you failed to return as schedule from an approved leave of absence.

STUDENT SERVICES POLICY AND PROCEDURE

The system of delivering student services at My-Le's Beauty College supports and enhances the school's training programs by encouraging student's attendance and promoting student's success. The method we employ of requiring all staff members to be part of the student services delivery system. The purpose of our student services is to assist students in maintaining satisfactory progress and in making informed decisions concerning training and employment. We are also providing advises and assistance to students' needs outside the classroom.

ADVISING

Because students are taught by the same instructor throughout their program, most student services are delivered by that instructor. Instructors are responsible for monitoring student's attendance as well as student satisfactory progress. Consequently, when student advising is required, it is the instructor who ascertains the need for such advising and renders it to the students. Students advising are documented by the instructor at the time it is conducted and placed in the student's academic file. Students who are having academic problems will be assisted by the instructors through extra tutoring or additional time spent with the instructor to go over any work missed.

ATTENDANCE

Student's attendance is documented through the use of a time clock system. Students are required to swipe in and out of school in order to document their presence in school. Instructors monitor this process and advise students whose attendance is less than satisfactory. When advising is conducted, it is documented by the instructor and placed in the student's academic file.

Admission personnel will keep track the student's hours from the time clock and from instructor's attendance record which are maintained in the school office.

LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend class. The school may allow a student under such circumstances to a Leave Of Absence (LOA) from the program up to 60 days. LOA request must be in writing by the student and must be approved by the school's director. A LOA request form must be filled out with the date of leave and return must be stated on the form prior to the director approving the LOA. Do not request a Leave Of Absence unless you absolutely need one.

Under no circumstances can the school grant more than one LOA within a 12-month period. Students on LOA will be assessed any additional charges of tuition. Students return from an authorized LOA will retain all credits for clock hours and work projects completed and will be returned to the academic

progress status they held prior to the start of the Leave Of Absence. Students who fail return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the Leave Of Absence and the refund calculation will be performed. All refunds due will be issued to the student or appropriate agencies and paid within 30 days of the date dismissed.

CAREER ADVISING AND PERSONAL ATTENTION

Students are advised individually, as often as necessary to review the student's satisfactory progress. Successful salon owners and stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily advising carried out by the instructors and supervisor. Students may request additional advising sessions at any time.

FIELD TRIP PARTICIPATION

The management of My-Le's Beauty College believes that outside education and exposure to our industry is a vital part of our students' development. In accordance with this belief, My-Le's Beauty College awards hours for attending educational events. The guidelines for administering field trip credit are as follows:

Total Field Trip Hours Allowed:

Cosmetology program: 40 hours

Manicuring program: 10 hours

Credits only given to those events with the sanction of My-Le are Beauty College and will have a designated representative in attendance. The credit given will be four hours per day of attendance. If that sanctioned show falls on a scheduled school day, a student may receive up to their regular schedule hours if that exceeds four hours. Student must complete field trip form 1 for credit. Completed form must be turned in with timecard on Tuesday following the event.

If student wishes to receive credit for show without school representative in attendance, student should fill out field trip form 2. This form requires Director of Education approval and must be turned to administration office at least one week before show date. To receive credit student must submit proof of ticket purchase and a ½ page (200 words) reaction paper. The paper should describe the student's reaction (thought, response) to the event. This paper must be turned in within one week of attending the event. The maximum of two hours credit will be given. If show is only one hour in duration, only one hour will be award)

JOB PLACEMENT

Job placement assistance is provided to students at no additional charge. The school's Associate Director is responsible for job placement assistance. The process of our school placement assistance service is as the following:

1. As students approach graduation, students are advised by the Associate Director with regard to job search techniques.
2. Upon graduation, student's name is recorded in the student registrar and the process of follow-up begins.
3. The Associate Director will contact the graduates either by phone or by mail approximately three months after the graduation date and ask when the students take the State Board Examination and record it as a pass or fail.
4. If students have passed the State Board Examination, they are encouraged to return to school for placement assistance by reviewing the listings of salons seeking employees or by direct assistance from the school's Associate Director.

5. If students cannot return to school, the Associate Director will refer them to job opportunities available by phone. Name of salon, address, phone number and name of contact of person will be given to students and students are sent to interviews. The results of these interviews are recorded in the student registrar.

The school may show prospective students this registrar upon request. The school's Director assists students in placement as often as needed. If you should have any questions regarding job placement assistance, please feel free to ask the school's Director at any time.

Please notice that students must take and pass the State Board Examination before they can be placed on the job placement, so that the placement process cannot begin until the students have passed the State Board Examination.

ATB STUDENTS: Ability-To-Benefit students are required to pass one of the Ability-To-Benefit tests available approved by the U.S. Department of Education. The test is to be administered by an Independent Test Administrator and not by any school representatives. Students subject to these criteria are referred to as students admitted under the Ability-To-Benefit guidelines. ATB student services are rendered and documented in the same way as regular students. Additionally, ATB students receive reviews of work regularly at 25%, 50%, 75% and 90% of the program to make sure that the student understands the subject thoroughly.

ATB students can no longer become eligible for federal financial aid. However, students who were enrolled in an eligible educational program of study before July 1, 2012 may continue to be considered Title IV eligible under the ATB test. ATB students finance their education in the same way as regular students (See Method of Payment page 17). ATB students may request advising and assistance at any time.

STUDENT'S RECORDS: Student's permanent educational records and necessary financial records containing student's name, address, telephone number, social security number, date of birth, program of study, start date, completion or withdrawal date, clock hours and grades are saved on the computer disks and securely kept in a fireproof cabinet.

HOUSING ASSISTANCE: Our school does not provide housing, transportation and child care services or assistance in find housing. However, students can contact the following number for the services if needed.

For Housing Assistance Program call: (916) 324-7696

For Bus Routes & Schedules call: (916) 321-2877

For Child Care Assistance call: (916) 369-0191

ENGLISH-AS-A SECOND LANGUAGE: Our institution instruction and learning materials will be in English. We do have instructors that can assist on **oral translation** in Vietnamese language for those students needed for learning instruction but we cannot assist in reading or writing in any languages besides English. Students will need to be English proficient and pass an Admission Test offered at our school prior to enrollment.

If any student who needs to have their enrollment process conducted in another language besides English, you would need to have a translator with you. Other than English Language, our institution can only conduct the enrollment process in Vietnamese Language by a Vietnamese Staff and we will provide the Enrollment Agreement, Student Disclosures, and Statement to that student in Vietnamese.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE: It is the policy of this school to handle complaints in the following manners:

1. Fill out the Complaint Form and list all complaints.
2. Deliver all forms to the Director.
3. If you are unable to deliver the form to the Director, you may deliver it to the owner, **Ms. Phung Co at: 5972 Stockton Blvd., Sacramento, CA 95824.**
4. All complaints regardless of their nature will be turned over to the director and reviewed.
5. The school's Director will evaluate the complaint and set up an appointment with the person within 5 days from the receipt of the form. If the complaint is an emergency, it will be addressed within 24 hours.
6. Any complaint that you cannot work out with the institution, you may contact The **BUREAU FOR PRIVATE POSTSECONDARY AND EDUCATION at: 2535 CAPITOL OAKS DRIVE # 400SACRAMENTO, CA 95833 TEL: (916) 431-6959**

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools and Colleges of Technology
2101 Wilson Blvd., Suite 302, Arlington, VA 22202
(703) 247-4212
www.accsc.org**

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director or the owner, Ms. Phung Co.

Students who are experiencing personal problems both inside and outside the classroom are encouraged to discuss with the school staff members for advising and assistance. If your problems are out of our ability to help, we will refer you to outside agencies or programs for assistance. For instance, our school is not providing housing, transportation or childcare, but we can refer these services to students if needed.

PREVENTION PROGRAMS:

Any individual associated with My-Le's Beauty College who is seeking information, counseling and assistance concerning Drug Abuse, Sexual Assault, Domestic Violence and Discrimination may call or visit the following agency.

For detailed information regarding: **Dangers of Drug Abuse, Assistance with Drug Counseling and Rehabilitation Programs, contact:**

**NORTHERN CALIFORNIA CENTER FOR REHABILITATION
100 Frank Richardson Ct. Sacramento, CA 95823
(916) 689-8700**

CURRICULUM FOR COSMETOLOGY PROGRAM
(11 Months or 46 Weeks)

The curriculum for students enrolled in a cosmetology program shall consist of sixteen hundred (1600) 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.

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

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operation
1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing		
A. Hairstyling shall include, but is not limited to, Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65	240
B. Permanent Waving and Chemical Straightening shall include: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
C. Hair Coloring and Bleaching shall include, (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.	60	50
D. Hair Cutting shall include, use of scissors, razor razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
2) 200 Hours of Technical Instruction in Health and Safety		
A. Laws and Regulations shall include, The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	
B. Health and Safety shall include: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of 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, and staph and Material Safety Data Sheets.	45	

C.	Disinfection and Sanitation shall include 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 use of all instruments and equipment.	20	
D.	Anatomy and Physiology shall include: Human Anatomy, Human Physiology.	15	
3)	200 Hours of Technical Instruction and Practical Training in Esthetics		
A.	Manual, Electrical and Chemical Facials shall include: Manual Facials including cleansing, scientific , and masks. Electrical Facials manipulations, packs 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.	25	40
B.	Eyebrow Beautification and Make-up shall include: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Makeup shall include, skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.	25	30
4)	100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring		
A.	Manicuring and Pedicuring shall include: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	10	25
B.	Artificial Nails and Wraps should include: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.	25	120 nails

Additional Training for Salon Management is also given in the area of communication skills, professional ethics, salesmanship, decorum, client record keeping, resume writing and employment.

COSMETOLOGY PERFORMANCE OBJECTIVE

Graduates of the Cosmetology program will qualify for entry-level positions as Cosmetologists, Hair Stylist, Hair Colorists, Make-up Artists or Beauty Salon Operator. Graduates of this program are expected to:

1. Acquire knowledge of law and rules regulating California's cosmological establishment's practices.
2. Acquire the 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 prior to all services to determine any disorders.
3. Learn the procedures and terminology used in performing all cosmetology services.
4. Learn the application of daytime and evening make-up to include the application of individual and strip eyelashes.
5. Learn the proper procedure of manicuring to include water and oil manicure and depicting.
6. Learn the application of brush-on nails, nail wraps, and nail tips.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

1. Be able to appreciate good workmanship common to cosmetology.
2. Posses a positive attitude towards the public and fellow worker.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology program as described above and passed the Cosmetology State Board Exam with an overall average of 75%.

**CURRICULUM FOR MANICURING PROGRAM
(3 Months or 12 Weeks)**

The curriculum for students enrolled in a nail care program shall consist of not less than four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.

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

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
1) 300 Hours of Technical Instruction and Practical Training in Nail Care		
A. Manicures and Pedicures shall include: Water and oil manicures including hand and arm massage, pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	60	60 180 nails complete
2) 100 Hours of Technical Instruction and Practical Training in Health and Safety		
A. Laws and Regulations shall include: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
B. Health and Safety shall include: Chemistry to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including 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.	25	
C. Disinfection and Sanitation 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. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.	20	10

- D. Bacteriology, Anatomy and Physiology shall include, Bacteriology, anatomy, physiology, and nail analysis and conditions. 10

Additional training for Salon Management is also given in the area of communication skills, professional ethics, salesmanship, decorum, client record-keeping, resume writing and employment.

MANICURING PERFORMANCE OBJECTIVE

Graduates of Manicuring Program will qualify for entry-level positions as Manicurists, pedicure Technician, and nail Salon Operators. Graduates of this program are expected to:

1. Acquire knowledge of laws and rules regulating California Cosmological establishments' 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 knowledge of analyzing the hands and feet, prior to all services to determine any disorders.
4. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

5. Be able to appreciate good workmanship common to manicuring.
6. Posses a positive attitude towards the public and fellow worker.
7. Appreciate honesty and integrity.
8. Have improved personality in dealing with patrons and colleagues.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th grade. A Manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring program as described above and passed the Cosmetology State Board Exam with an overall average of 75%.

FINANCIAL AID - CONSUMER INFORMATION

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending the college. A list of these programs includes:

Federal PELL Grant: Does not require repayment (FPELL)

All Federal Loans: **Must be repaid** (Loans are not disbursed from this College, if you have a loan from another school, you still obligated for re-payment of your loan.)

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 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 9:00 a.m. and 5:00 p.m. (Eastern Time). Monday through Friday at 1- (800) 433-3243 or online at www.fafsa.ed.gov.

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 student and/or parents must 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 and a student must re-pay 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 at 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 program of study;
 - Be registered for selective service (if a male born on or after January 1, 1960);
 - Have signed a statement of educational purpose;
 - Have signed a statement of updated information;
 - Have a High school diploma, (or its equivalent) a GED;
- Ability-to-Benefit (ATB)** students can no longer become eligible for federal financial aid. However, students who were enrolled in an eligible educational program of study before July 1, 2012 may continue to be considered Title IV eligible under the ATB test.
- Agree to use any federal student aid received solely for educational purposes.

THE U.S. DEPARTMENT OF EDUCATION STUDENT FINANCIAL AID PROGRAMS

The college is approved for, and does participate in the following programs intended to defray the costs of attending for those students eligible for financial aid considerations:

Federal PELL Grant Program (FPELL)

Federal Direct Federal Stafford (Subsidize and Unsubsidized) and PLUS loans

APPLICATION FOR AID, PROCEDURE AND FORMS

Financial aid applications for this institution consist 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.

Federal William D. Ford Direct Loan Program, Federal Direct Subsidized Loans and Federal Direct Stafford Unsubsidized Loans; (My-Le's Beauty College does NOT disburse these loan programs).

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 August 29, of the award year from which aid is requested from, or your last day of enrollment, 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.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Funds received under this program are not subject to repayment from the student.

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, including the FSEOG award.

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. Priorities for FSEOG funds will be given to students with the lowest expected family contribute who eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in first-come first-served basis for those individual meeting this criteria.

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

RETURN OF TITLE IV FUND POLICY

Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the program of study. Simply stated, if the student withdraws before the sixty percent of the payment period in program, the student would have earned the same percentage of aid received. For example, if the student withdraws at fifty percent of the payment period, the student would have earned only 50 percent of the aid disburse or that could have been disbursed. To determine the percentage completed, the actual hours attended will be divided by the total hours in the payment period. Unearned aid will be returned to the programs in accordance to the guidance described in the regulations. Any refund will be made as soon as possible but not later than 30 days from the determine withdrawal date. Withdrawing students will be responsible for institutional charges not covered by student aid. Delinquent school accounts will be assigned to a collection agency. Collection agency expenses will be added to the balance owed to the school.

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. My-Le's 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.

DEFINITIONS:

The following definitions correspond to some common terms used within the financial aid terminology:

ACADEMIC YEAR: A period of 30 weeks of instructional time with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 15 weeks and at least 450 clock hours. In effect, all students enrolled in programs with an academic year schedule to be completed in less than 30 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the program of study in relation to the academic year.

CLOCK HOUR: A 50 to 60 minutes of supervised instruction during a 60 minutes period.

CREDIT BALANCE: A credit balance occurs when tuition payments have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

DEPENDENT STUDENT: An individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

FAMILY CONTRIBUTION (EFC): The calculated amount that a family contributes to offset the student cost of attendance.

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN: You must be one of the following to receive federal student aid:

- U.S. Citizen
- U.S. National
- U.S. Permanent resident who has an I-151 or I-551 (Alien Registration receipt card
- Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations:
 1. Refugee
 2. Asylum Granted

3. Indefinite Parole and/or Humanitarian Parole
4. Cuban-Haitian entrant
5. Conditional Entrant (valid only if issued before April 1980)
6. An approval form I-797
7. I-688 with valid expiration date

IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID

F1 or F2 student visa
 J1 or J2 exchange visitor visa only

INDEPENDENT STUDENT: An individual who meets one of the following criteria:

1. At least 24 years of age
2. A married individual
3. A graduate or professional student
4. Serving on Active Duty in the armed forces.
5. A veteran of the US armed forces
6. Providing more than half of the support to child/dependent
7. An orphan, in foster care, dependent or ward of the court
8. In legal guardianship as determined by court
9. Emancipated minor determined by court
10. Determined to be an unaccompanied youth who was homeless by director of an emergency shelter or U.S Dept. of HUD.

PARENT(S): For the purposes of the financial aid programs, “a parent” is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

PAYMENT PERIOD: 450 hours and 15 weeks for programs of 900 hours or more. It is the mid-point of the program for programs of less than 900 hours and 30 weeks.

NEED: Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

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

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: 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 this school, is required to inform the financial aid office of the schools attended and the periods of attendance. If financial aid was paid advanced from the prior institution, the aid available at this institution will be adjusted.

VERIFICATION PROCESS

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986 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 (SAR or 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.
- 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 cannot 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
 - If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.
 - A completed Financial Aid transcript.
- 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.
- U.S. income tax paid for the base year.
- Untaxed income and benefits for the base year if certain conditions would apply include:
 - Social Security benefits – SNAP benefits (food stamps)
 - Child support.
 - Untaxed pensions - IRA deductions – Tax exempt interest
 - Foreign income
 - 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

The documentation student will need for verification varies according to the Verification Items depending upon student status. The Department of Education encourages student and parent to use the IRS Date Retrieval Tool (DRT) to import data from their tax return.

If students cannot or will not use IRS DRT, they must document AGI; taxes paid and untaxed income by providing an IRS tax return transcript for the student and spouse or parents, as applicable.

Applicants shall complete the appropriate sections of the Verification Worksheet. 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 financial aid officer the required documentation within 30 days from the day of enrollment. If the students make correction to the Pell SAR, they must complete and process them within two weeks from the enrollment date, or the date the school received the ISIR, whichever comes first. If the tax return transcripts need to be requested from IRS, the school allow no more than 60 days for its receipt.

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 student 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:

The student must make correction on the SAR if there is any change in dollar errors. The new EFC is computed when required as a result of comments on the SAR, and or as a result of data item changes. This occurs regardless of the absolute error amount.

NOTIFICATION OF RESULTS OF VERIFICATION:

The school shall notify the applicant of additional information or documentation needed for Verification and any change in the EFC. The school shall notify the applicant when they complete verification by:

- Obtaining the student's signature and date on the Financial Aid Acceptance.
- Obtaining the student's initial on the Financial Award Notice.

REFERRAL PROCEDURE:

A school must refer to the department's Office of Inspector General (OIG) any credible information indicating that an applicant for Federal Students Aid may have engaged in fraud or other criminal misconduct in connection with his or her application.

Common misconduct includes false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income. If school suspect such intent of the student, should report it to the Office of Inspector General, U.S Department of Education 400 Maryland Avenue, SW, Washington, DC 20202-1500 or by phoning 1-800-mis-used. School must also refer to the OIG any third- party servicer who may have engaged in fraud, breach of fiduciary responsibility, or other illegal conduct involving the FSA Programs.

CONSTITUTION DAY

The Consolidated Appropriations Act, 2005, (Pub. L. 108-447) requires educational institutions that receive Federal funds to hold an educational program on the United States Constitution on September 17 of each year. This provision applies to *all* educational institutions receiving funds from any Federal agency.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

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.

CAMPUS SECURITY 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 1/1/2009 and 12/31/2011.

Report Distribution Date: OCTOBER 1, 2012

CRIMINAL OFFENSES – ON CAMPUS

Total occurrences on Campus

Criminal Offense	2009	2010	2011
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - forcible	0	0	0
d. Sex offenses – Non-forcible			
Incest	0	0	0
Statutory rape	0	0	0
e. Robberies	0	0	0
f. Aggravated assaults	0	0	0
g. Burglaries	0	0	0
h. Motor Vehicle Thefts (Do not include theft from motor vehicle)	2	0	1
i. Arson	0	0	0

CRIMINAL OFFENSES – PUBLIC PROPERTY

Total occurrences on Public

Property

Criminal Offense	2009	2010	2011
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses – forcible	0	0	0
d. Sex offenses – Non-forcible			
Incest	0	0	0
Statutory rape	0	0	0
e. Robberies	0	1	0
f. Aggravated assaults	0	0	0
g. Burglaries	0	0	0
h. Motor Vehicle Thefts (Do not include theft from motor vehicle)	0	0	1
i. Arson	0	0	0

HATE CRIMES – ON CAMPUS**Occurrences of Hate Crimes**

Crimes Offenses	2009	2010	2011
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - forcible	0	0	0
d. Sex offenses – Non-forcible			
Incest	0	0	0
Statutory rape	0	0	0
e. Robberies	0	0	0
f. Aggravated assaults	0	0	0
g. Burglaries	0	0	0
h. Motor Vehicle Thefts (Do not include theft from motor vehicle)	0	0	0
i. Arson	0	0	0
j. Simple assault	0	0	0
k. Larceny-theft	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0

HATE CRIMES – PUBLIC PROPERTY**Occurrences Of Hate Crimes**

Crimes Offenses	2009	2010	2011
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - forcible	0	0	0
d. Sex offenses – Non-forcible			
Incest	0	0	0
Statutory rape	0	0	0
e. Robberies	0	0	0
f. Aggravated assaults	0	0	0
g. Burglaries	0	0	0
h. Motor Vehicle Thefts (Do not include theft from motor vehicle)	0	0	0
i. Arson	0	0	0
j. Simple assault	0	0	0
k. Larceny-theft	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0

Hate Crimes: Crimes of murder, Sex offenses, 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 Crime Statistical Act.

ARRESTS – ON CAMPUS**Number of Arrests**

Crime	2009	2010	2011
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

ARRESTS – PUBLIC PROPERTY**Number of Arrests**

Crime	2009	2010	2011
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Number of persons referred for**DISCIPLINARY ACTIONS – ON CAMPUS****Disciplinary Action**

Crime	2009	2010	2011
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Number of persons referred for**DISCIPLINARY ACTIONS – PUBLIC PROPERTY****Disciplinary Action**

Crime	2009	2010	2011
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

STUDENTS DISCLOSURES

Gainful Employment Report

COSMETOLOGIST

OPEID: 034583
CIP Code & Program Description: 12.0401 – Cosmetology/Cosmetologist
Program Length in Months: 11

Related Occupations & SOC (Standard Occupational Classification) Code:

39-5012 Hairdressers, Hairstylist, and Cosmetologist
39-5092 Manicurist and Pedicurists
39-5094 Skincare Specialists
39-5091 Makeup Artists
25-1194 Vocational Education Teachers, Postsecondary
41-4012 Sales Representative

For more information on cosmetology, please visit:
<http://www.onetonline.org/link/summary/39-5012.00>

COST:

Tuition and Fees: \$10,880.50
Estimated Cost of Supplies: \$550.00
TEXTBOOKS: Milady's Standard
Cosmetology Textbook: ISBN M9292, \$125.00
Theory Workbook: ISBN M9233, \$50.00
Practical Workbook: ISBN M9225, \$50.00
Exam Review: ISBN M9217, \$45.00

Number of students completing between July 1, 2011 – June 30, 2012: 58

On Time Completion Rate: 48% (28 of 58)
Job Placement Rate: 64% (37 of 58)
Median Federal student loan debt: \$0.00
Median Private student loan debt: \$0.00
Median Institutional finance plan debt: \$0.00

MANICURIST

OPEID: 034583
CIP Code & Program Description: 12.0410 – Nail Technician/Specialist and Manicurist
Program Length in Months: 3

Related Occupations & SOC (Standard Occupational Classification) Code:

39-5092 Manicurist and Pedicurist
25-1194 Vocational Education Teachers, Postsecondary
41-4012 Sales Representative

For more information on cosmetology, please visit:
<http://www.onetonline.org/link/summary/39-5092.00>

COST

Tuition and Fee: \$1,176.00
Estimated Cost of Supplies: \$350.00
TEXTBOOKS: Milady's Standard
Manicure Textbook: ISBN M7686, \$125.00
Student Workbook: ISBN M7641, \$60.00

Exam Review: ISBN M7635, \$45.00

Number of student completing between July 1, 2011 – June 30, 2012: 70

On Time Completion Rate: 54% (38 of 70)

Job Placement Rate: 63% (44 of 70)

Median Federal student loan debt: \$0.00

Median Private student loan debt: \$0.00

Median Institutional finance plan debt: \$0.00

ADMISSION/FINANCIAL/PLACEMENT INFORMATION AND HOURS

ADMISSION:

For information regarding admissions, please contact: **Ms. Kim Quy Tran**, at: **(916) 422-0223 from 10:00A.M. to 5:00P.M., Tuesday-Saturday.**

FINANCIAL:

For information regarding financial, please contact: **Ms. Debbie Tran**, Financial Aid Director at: **(916) 422-0223 from 10:00A.M. To 5:00P.M., Tuesday-Saturday.**

PLACEMENT ASSISTANCE:

For information regarding placement service, please contact: **Ms. Delana Nguyen**, Associate Director at: **(916) 422-0223 from 10:00A.M. To 5:00P.M., Tuesday-Saturday.**

For information regarding the availability of comparable program related to tuition, fees and program length, please contact **The Accrediting Commission of Career Schools and Colleges at: 2101 Wilson Blvd., Suite 302. Arlington, VA 22201. (703) 247-4212**

ORGANIZATIONAL CHART

CEO/DIRECTOR
MS. PHUNG K.CO

Associate Director/Placement
MS. DELANA NGUYEN

Financial Aid Director
Ms. DEBBIE TRAN

Admissions
Ms. KIM QUY TRAN

Admissions
Ms. JULIE CO

Director of Training/Instructor
Ms. TAN THI DO

Instructor
Ms. CHRISTELLE LE

Instructor
Ms. MARISOL HERRERA

Instructor
Ms. VAN PHAN

Instructor
Mr. NHON DANG

Instructor
Ms. CATHERINE WARE

Instructor
Ms. AVILA PRUDHOMME

Instructor/Receptionist
Ms. TERESA YOUNG

EDUCATIONAL FACULTY QUALIFICATION LIST

Ms. TAN THI DO
Licensed Instructor
Licensed Cosmetologist
Certificate of Authorization

INSTRUCTOR
20 Years
21 Years
18 Years

Mr. NHON VAN DANG
Licensed Manicurist
Certificate of Authorization

INSTRUCTOR
22 Years
17 Year

Ms. CHRISTELLE LE
Licensed Cosmetologist
Certificate of Authorization

INSTRUCTOR
10 Years
07 Years

Ms. VAN PHAN
Licensed Instructor
Licensed Cosmetologist
Certificate of Authorization

INSTRUCTOR
19 Years
20 Years
17 Years

Ms. CATHERINE WARE
Licensed Cosmetologist
Certificate of Authorization

INSTRUCTOR
12 Years
09 Years

Ms. MARISOL HERRERA
Licensed Cosmetologist

INSTRUCTOR
17 Years

Ms. AVILA PRUDHOMME
Licensed Cosmetologist

INSTRUCTOR
23 Years

Ms. TERESA YOUNG
Licensed Cosmetologist

INSTRUCTOR
28 Years