

# TRAMY BEAUTY SCHOOL

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[www.tramybeautyschool.net](http://www.tramybeautyschool.net)

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Catalog**

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*This institution updates its catalog at the beginning of each calendar year and when there is a change within the institution or from the regulatory agencies.*

**TRAMY BEAUTY SCHOOL**  
**“EXCELLENCE IN EDUCATION”**  
**TABLE OF CONTENTS**  
**2012**

Welcome.....	4
Mission Statement.....	5
Education Objectives .....	5
Facilities .....	5
Housing .....	5
Approval Disclosure Statement .....	6
Programs of Study .....	7
Educational Goal.....	8
Admissions Policy.....	8
GED Certification .....	9
Credit Evaluation.....	9
Handicapped Students Notice .....	9
English as a Second Language .....	9
Freshman Class Enrollment.....	9
Statement of Non-Discrimination .....	9
Record Keeping .....	9
Disclosure of Education Records .....	9
Graduation Requirements.....	9
Licensure Requirements.....	10
Progress Policy .....	10
Textbooks, Equipment & Supplies .....	10
Calendar/Holidays .....	10
Class Schedules.....	10
Orientation Class.....	10
Health and Physical Consideration .....	10
Bankruptcy .....	10
Placement.....	11
Scholarship .....	11
Voter Registration.....	11
Career Counseling and Personal Attention .....	11
Referral Services .....	11
Students Rights and Responsibilities.....	11
Satisfactory Academics Progress (SAP).....	12
Evaluation Periods .....	12
Academic Probation.....	12
Make-up Policy.....	13
Course Repetitions .....	13
Program Incompleteness .....	13
Re-Entry Policy .....	13
Transfer Policy .....	13
Notice Concerning Transferability of Credits and Credential Earned at our school.....	13
Attendance Status .....	13
Tardiness Policy .....	14
Leave of Absence.....	14
Student Conduct.....	14
Grounds for Disciplinary Action .....	14
Disciplinary Procedure and Dismissal .....	14
Class Cancellation .....	14
Grading System.....	14
Students Clock Hour Policy .....	14
Time Card-Credit .....	15

**TRAMY BEAUTY SCHOOL**  
**“EXCELLENCE IN EDUCATION”**

<b>School Rules and Regulations .....</b>	<b>15</b>
<b>Notice of Student Rights .....</b>	<b>16</b>
<b>Grievance Procedure .....</b>	<b>16</b>
<b>Notification of Rights under FERPA.....</b>	<b>17</b>
<b>Drug and Alcohol Abuse Policy .....</b>	<b>18</b>
<b>Tuition and Fee Schedule .....</b>	<b>19</b>
<b>Extra Instruction Charges.....</b>	<b>19</b>
<b>Additional Transcripts/Method of Payment.....</b>	<b>19</b>
<b>Collection Policy .....</b>	<b>19</b>
<b>Rights to Withhold Transcripts and Grades for Non-Payment of Tuition.....</b>	<b>19</b>
<b>Student Tuition Recovery Fund Statement .....</b>	<b>20</b>
<b>Refund Policy .....</b>	<b>21</b>
<b>Educational Objectives .....</b>	<b>22-29</b>
<b>Curriculum for Cosmetology Course .....</b>	<b>22-23</b>
<b>Curriculum for Barber Course.....</b>	<b>23-24</b>
<b>Curriculum for Manicuring Course.....</b>	<b>25-26</b>
<b>Curriculum for Cosmetician Course.....</b>	<b>26-27</b>
<b>Organization Chart.....</b>	<b>28</b>

**TRAMY BEAUTY SCHOOL**  
**“EXCELLENCE IN EDUCATION”**

Dear Students,

Welcome and thank you for choosing **Tramy Beauty School** to guide you through the intricate world of cosmetology. You will begin your journey in this exciting field through guided instruction and practical hands-on training. Each lesson is specifically designed to prepare you for a great career in the beauty industry. Our instructors and administrative staff are well trained to help you with personal education plans and career choices prior to attending school. We hope to provide you with the opportunity for a successful future in this industry.

At **Tramy Beauty School**, we will offer you basic training in order to prepare you for the State Board of Barbering and Cosmetology state-wide examination. We place a strong emphasis on how to be successful in the market through hard work, precise operations and procedures. This will require your diligence, dedication and perseverance for success.

It is a pleasure to have you join us at **Tramy Beauty School**. Our goal is to help you discover the ability to transform your life through training. We hope that through mutual cooperation and strong work ethics that you will find success in your future endeavors.

Sincerely,

Tramy Van  
Owner/President

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

### MISSION STATEMENT & EDUCATIONAL OBJECTIVES

**MISSION STATEMENT:** **Tramy Beauty School** strongly believes in preparing the student to pass the Licensure Exam in order to become a successful professional of the Cosmetology Arts and sciences, the massage field and /or relates fields.

**EDUCATION OBJECTIVES:** Our objectives are to provide each enrolled student with high quality programs through an environment conducive to attaining all the basic skills in order to pass the state licensing exam and become employable in the many specialty areas such as: **Cosmetology, Barber, Manicuring, Cosmetician and Massage Therapy.**

Students will be introduced and provided structured instruction in a modern learning environment. Under these conditions, students will acquire hands-on experience and acquire the knowledge and techniques needed to successfully complete their program of study. Our school stimulates 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. Our objective is to help the student become “salon ready” for an entry-level position of employment in a salon.

**FACILITIES:** **Tramy Beauty School** is located at 641 N Broadway Escondido, CA 92025 in a spacious air-conditioned building. The facility consists of combined lecture/lab room, workshop areas, administrative offices and student break room. The school uses equipment that fully complies with any federal, state, and local laws, regulations and ordinances. This includes the requirements of fire, safety and health regulations. The school maintains a reference library containing many audio and visual aid, books, periodicals and magazines for the use of the staff and Student body.

Staff and students are to utilize the materials in conjunction with assigned school textbooks to augment their classes with additional material and in the updating and creation of their class lesson plans. Student must sign the materials out and must sign them back in upon their return. Students are responsible for the materials they check out and may be charger for any materials not returned.

**HOUSING:** **Tramy Beauty School** does not assume responsibility for student housing, does not have dormitory facilities under its control, nor does it offer student housing assistance.

**Tramy Beauty School** provides theory and practical lessons in the classroom. This core staff is supplement on a regular basis with guest artists; lectures and trainers with proven expertise from virtually all cosmetology, barber, manicuring, massage therapy, and Cosmetician professions.

**Tramy Beauty School** provides a school catalog either in writing or electronically to all prospective students interested in a beauty and related arts career. We are happy to have you visit the school at any time. Come in, tour our student facilities and the teaching staff, and consider the many advantages that our school can provide. We will be pleased to answer all of your questions.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

**Bureau for Private Postsecondary Education**  
2535 Capitol Oaks Drive, Suite 400, W. Sacramento, CA 95833  
Phone: 888-370-7589 Fax: 916-253-1897  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll Free: 888-370-7589 or by completing a complaint form, which can be obtained on the Bureau’s Internet Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

**TRAMY BEAUTY SCHOOL**  
**“EXCELLENCE IN EDUCATION”**

**APPROVAL DISCLOSURE STATEMENT**

**TRAMY BEAUTY SCHOOL**, was granted institutional approval from the Bureau for Private Post-Secondary Education PO Box 980818 West Sacramento, CA 95798, Phone ( 916) 574- 7720, pursuant to California Education Code Section 94915. The Bureau’s approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institution approval must be re-approved every three years and is subject to continuing review. Approved are the programs: Cosmetology: 1600 Clock Hours, Barber: 1500 Clock Hours, Manicuring 400 Clock Hours and Cosmetician: 600 Clock Hours, Massage Therapy: 600 Clock Hours.

Instruction is in the building with an occupancy level accommodation 400 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. The school has available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. Please see the Financial Aid Information section in this catalog for more detail.

The following are state programs, bureaus, department or agencies which set minimum standards for our program of studies in accordance with Education Code Section 94915: **BOARD OF BARBERING & COSMETOLOGY, BUREAU FOR PRIVATE POSTSECONDARY EDUCATION, NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS & SCIENCES, & US.DEPARTMENT OF EDUCATION.**

Person seeking to resolve problems or complaints should first contact instructor in charge. Request for further action may be made in writing to Tramy Van, Owner/President or Aaron Rodriguez Director of Education. Unresolved complaints may be directed to the following agencies:

**BOARD OF BARBERING & COSMETOLOGY (BBC)**

**2420 Del Paso Road, Suite 100**

**Sacramento, CA 95834**

**Tel (800)952-5210, Fax (916)575-7281, Website: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)**

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)**

**Physical Address: 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833**

**Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818**

**Tel (916)431-6959, Toll Free (888)370-7589, Fax (916)263-1897, Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)**

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

**PROGRAMS OF STUDY:** The course of study for students enroll shall consist of the state mandate technical instructional and practical operations covering all practices constituting the art of cosmetology, barber, manicuring, Cosmetician, and massage therapy.

Name	CIP	Hours	Month	Instructional Weeks	Award
Cosmetology	12.0401	1600	12	54	Diploma
Cosmetician	12.0408	600	7	30	Diploma
Barber	12.0402	1500	12	50	Diploma
Manicuring	12.0410	400	5	20	Diploma

**Cosmetology: (1600 hours, 40 – 100 weeks)**

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations. Instruction will cover the art and science of cosmetology from techniques in hair, makeup, skin care and manicuring to business skills, and health and safety practices pursuant to section 7316 of the Barbering and Cosmetology Act.

- Learn the procedures, terminology, and proper use of implements in performing all cosmetology services.
- Acquire the knowledge of analyzing the scalp, face and hands prior to services to determine any disorders.
- Learn the application of daytime and evening makeup to include the application of individual and strip eyelashes.
- Learn the proper procedure of manicuring including water and oil manicure and pedicure, learn the application of brush-on nails, nail wraps, and nail tips.

**Esthetician/Cosmetician: (600 hours, 26 – 30 weeks)**

The Curriculum for students enrolled in an Esthetician/Cosmetician course shall consist of fifteen hundred (600) clock hours of technical instruction and practical operations. The instruction will cover the art and science of esthetician/cosmetician from skin care treatments and techniques, makeup, and hair removal to business skills, and health and safety practices pursuant to section 7316 of the Barbering and Cosmetology Act.

- Learn the procedures, terminology, and proper use of implements in performing all Esthetician/Cosmetician services.
- Acquire the knowledge of analyzing the skin prior to all services to determine any disorders.
- Learn the application of daytime and evening makeup including the application of individual and false strip eyelashes.
- Learn the proper procedure of plain and electrical facials.

**Massage Therapy: (600 hours, 15 – 25 weeks)**

The Curriculum for students enrolled in a Massage Therapy course shall consist of six hundred (600) clock hours of technical instruction and practical operations. The instruction will cover the art and science of massage. Technical instruction means instruction by demonstration, lecture, classroom, participation, or examination. Practical operation shall mean the active performance by the massage technician of all techniques and principles.

- Learn the proper use of implements relative to all services.
- Acquire the knowledge of massage therapy prior to all services to determine any disorders or/and injuries.
- Learn the procedures and terminology used in performing all massage services.
- Learn the basic massage techniques including Swedish, American and Shiatsu and learn the all proper procedures of massage therapy.

**Barber: (1500 hours, 38 – 94 weeks)**

The Curriculum for students enrolled in a Barber course shall consist of fifteen hundred (1,500) clock hours of technical instruction and practical operations. Instruction will cover the art and science of barber from techniques in hair to business skills, and health and safety practices pursuant to section 7316 of the Barbering and Cosmetology Act.

- Learn the procedures, terminology, and proper use of implements in performing all barber services.
- Acquire the knowledge of analyzing the scalp, face and hands prior to services to determine any disorders.
- Learn the proper use of implements relative to all cosmetology services.
- Acquire business management techniques which are common to the Barber profession.

**Manicuring: (400 hours, 10 – 20 weeks)**

The Curriculum for students enrolled in manicuring course shall consist of four hundred (400) clock hours of technical instruction and practical operations. Instruction will cover the art and science of manicuring techniques, nail design, business skills, and health and safety practices pursuant to Section 7316 of the Barbering and Cosmetology Act.

- Learn the proper use of implements relative to all manicuring, pedicuring, and artificial nails.
- Develop the knowledge to recognize various skin conditions and disorders.
- Acquire the knowledge of analyzing the hands and feet, prior to all services to determine any disorders.
- Develop the knowledge of safety precautions in the use of manicure, pedicure, and artificial nails.

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

**Educational Goals:** The courses of study are design to prepare students for the state licensing examination and for profitable employment as a Cosmetology (D.O.T. # 332.271-010, CIP # 12.0401, SOC.39-5012) Manicuring (D.O.T. # 331.674-010, CIP # 12.0410, SOC.39-5092) Cosmetician (D.O.T. # 332.271- 010, CIP # 12.0414, SOC.39-5094) Massage Therapy (D.O.T. # 332.27102, CIP # 51.3501, SOC. 31-9011).

**\*CIP Codes:** US Department of Education regulations as of July 1, 2011, require the institution to identify programs by Classification of Instructional Programs (CIP) Code, with links to the US Department of Labor/Employment and Training Administration’s Occupational Information network. For more information for CIP codes please visit web site at [www.nces.ed.gov/ipeds/cipcode](http://www.nces.ed.gov/ipeds/cipcode).

**\*SOC Codes:** NACCAS accrediting agency policies as of July 1, 2011, require the institution to identify programs by Standard Occupational Classification (SOC) Codes. The SOC system is used by Federal statistical agencies to classify workers into occupational categories. . For more information regarding SOC codes please visit internet web site at [www. Bls.gov/SOC/](http://www.Bls.gov/SOC/). Also visit at <http://www.onecenter.org/overview.html> regarding occupational title for course of study.

**\*O\*NET:** The O\*NET program is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. Utilizing the SOC Codes, O\*Net provides easy to read career reports that include the most critical on-the-job tasks and skills. Job seekers can also find local salary information and training opportunities. For more information regarding O\*Net please visit the website at <http://www.onetcenter.org/overview.html>

Program	CIP Code	SOC Code	O*Net	Occupational Title
Cosmetology	12.0401	39-5012	39-5012	Hairdressers, Hairstylist and Cosmetologists
Manicuring	12.0410	39-5092	39-5092	Manicurists and Pedicurist
Cosmetician	12.0409	39-5094	39-5091	Skin Care Specialists
Barber	12.0401	39-5092	39-5012	Hairstylist, Hairdressers, Barber

## ADMISSION POLICY

**ADMISSION REQUIREMENT:** Enrollees are admitting as regular students once one of the following criteria has been met.

**A)** Applicants must provide a copy of his/her High School Diploma, GED, California State Proficiency Test or its equivalent, and pass an admissions test (CPAT test) with a minimum score of 129 as stated in the test publisher’s guidelines. The Academy will verify the authenticity of the diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation and the courses completed. If a transcript is not available, the student will be required to take and pass a GED test prior to enrollment.

**B)** Students lacking the High School Diploma or its equivalent must be 18 years old, must have completed 12<sup>th</sup> grade education level or its equivalent as required by the program of Barbering & Cosmetology prior to admission. ATB exam is no longer a placement to High School Diploma.

**C)** An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree may be eligible for Financial Aid.

**D)** Student must show English language proficiency. A passing score on the CPAT admissions test will be acceptable in showing English language proficiency. Student enrolled in Vietnamese Manicuring, Massage Therapy or Cosmetology program must show Vietnamese language proficiency. A passing on the CPAT admission test will be acceptable in showing Vietnamese language proficiency. Student enrolled in Spanish Cosmetology, Barber program must show Spanish language proficiency with a passing score in the Spanish proficiency test.

\*Our school does not recruit students already attending or admitted to another school offering a similar program of study.

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

### **GED CERTIFICATION:**

For information on obtaining a General Education Diploma (GED) please refer to Adult School location in your area:  
San Diego Continuing Education  
West City Continuing Education Center  
3249 Fordham Street, San Diego, CA 92110  
Tel.619-388-1873, Fax.619-221-6951, Web site: <http://sdce.edu/services/testing/ged>

**CREDIT EVALUATION:** Appropriate credit will be granted for prior training or experience upon review and verification by the school's officials of it's validly under the Cosmetology Act and the Program of Cosmetology/Barber/Massage Therapy/Manicuring/Cosmetician. Occasionally, a student's acceptance by the college will depend entirely on the program of Barbering and Cosmetology.

**FOR HANDICAPPED STUDENTS:** Access for handicapped students to the institution's facilities is available at the School. This institution does offer programs for the handicapped student depending on the physical ability of the handicapped student.

**ENGLISH AS A SECOND LANGUAGE:** The School does not provide instruction for English as a Second Language, and neither does it provide services for obtaining visa. Students from foreign countries who apply to any of the vocational programs must be English proficient. All instruction is provided in the English language except Cosmetology (English, Spanish, and Vietnamese) and Massage Therapy (English, Vietnamese). The College reserves the right to refuse admission to any applicant who does not meet the College's established criteria for admission.

**FRESHMAN CLASS-ENROLLMENT:** The freshman curriculum for each of the course requires a specific number of hours of classroom lectures, demonstrations, and student practice. The freshman class introduces the basics you will need to know to pass licensing examinations. From this initial introduction, you will learn all fundamentals that are the basic for your future and career. The hours spent in the freshman class are as follows: Cosmetology 300 hours, Barber 300 hours, Cosmetician 80 hours, Massage Therapy 80 hours and Manicuring 50 hours. **TRAMY BEAUTY SCHOOL** considers the freshman classes to be the foundation for your future. There are no separate freshman courses for Massage Therapy.

**STATEMENT OF NON-DISCRIMINATION:** **TRAMY BEAUTY SCHOOL** does not discriminate based on race, color, religion, sex, handicap, financial status, age, ethnic, origin or area of residence in its admissions, instruction, or graduation policies.

**RECORD KEEPING:** Student practice and theory hours are recorded daily on individual time sheets and are posted to the school management system on a weekly basis. Time sheets are reviewed and signed by instructor. Attendance hours from the time clock are downloaded to the computer daily. Roll call is taken daily in the reception at the start of scheduled shift. Cumulative attendance hours are checked by Registrar office on a weekly basis and recorded to the student academic file. Progress reports are released to student each after Satisfactory Academic Progress period on each program or at minimum two times during their program.

**DISCLOSURE OF EDUCATION RECORDS:** Adult students, parents of minor students and parents of tax dependent students have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the institution. Students are not entitled to inspect the financial record of their parents. Written consent is required from the student (or their guardian if the student is a dependent minor) before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies as authorized by law.

### **GRADUATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations with a GPA of “C” (70%) or better, met the Satisfactory attendance records, achieved satisfactory academic grades for exams and work, completed all work projects and paid all tuition and other fees and charges, he or she is awarded with a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barber and Cosmetology examination.

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

### LICENSING REQUIREMENTS - STATE OF CALIFORNIA COSMETOLOGY LAW

In addition to the outlined admission requirements, California Cosmetology Law establishes the following requirements for admission to a School of Cosmetology. The applicant must have the following qualifications to take the Board of Barbering and Cosmetology (Board) exams:

- Be at least 17 years of age
- Has completed the 10th grade in a public school or its equivalent
- Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code, and
- Has completed the following hours in a Board Approved School in:
  - Cosmetologist – 1600 hours
  - Esthetician – 600 hours
  - Manicurist – 400 hours
- Have a valid Social Security<sup>1</sup> number before taking an examination with the California Board of Barbering and Cosmetology.

### RECORDS RETENTION:

The student's records are retained by this institution for a period of not less than five (5) years from the date of student's graduation, or withdrawals, or otherwise cease to be enrolled.

**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.

**TEXTBOOKS, EQUIPMENT & SUPPLIES:** Student kits will be issued at the beginning of the freshman class. The kit contains the equipment necessary for the course. Students are expected to maintain the kit by replacing lost or broken articles. The school is not responsible for a student's equipment; either lost or stolen, students must learn to be responsible for the tools of their trade.

**CALENDAR/HOLIDAYS:** The school is close on following holidays are: Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and New Year's. A "special" holiday may be declared for emergencies or special reason. Holidays of all religious beliefs are respected and allowed. The school reserves the right to change dates of holidays with prior notice.

**CLASS SCHEDULES 2011-2012:** Classes: All classes for Cosmetology, Barber, Cosmetician, Manicuring, and Massage Therapy start every two weeks: Every other Tuesday.

**ORIENTATION CLASS:** Orientation classes for Day students are on every other Tuesday, 9:00 am until 11:00 am and 6:00 pm until 8:00 pm for Evening students, prior to any new class starting. All new students, transfers and re-enrollment students are required to attend prior to admission. Orientation classes are not counted as scheduled course hours.

**HEALTH AND PHYSICAL CONSIDERATION:** Generally, the professional in the beauty field must be in a 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 sometimes for long periods. 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.

**BANKRUPTCY:** Tramy Beauty School has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under federal law.

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*1 Applicants are required to provide their correct Social Security Number pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code (26 U.S.C. 6109). The institution is required to issue form 1098T annually and report amount paid for qualified tuition, related expenses, and interest on educational loans to students and the IRS.*

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

### STUDENT SERVICES

**PLACEMENT:** Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student’s name is recorded in student register and the process of the follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salon seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. Designated officer staff member assists students in placements as often as need; however, the school does not guarantee placement to any student.

**SCHOLARSHIP:** Tramy Beauty School does not offer institutional scholarship incentive.

#### **VOTER REGISTRATION:**

You may register to vote by completing the online voter registration form at: [www.sos.ca.gov/nvrc/fedform/](http://www.sos.ca.gov/nvrc/fedform/) and then mailing it to the pre-printed address on the form.

You may also register to vote whenever you apply for or renew your driver’s licenses or state-issued ID card. For more information, please visit the California Secretary of State website at: [www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm).

**CAREER COUNSELING AND PERSONAL ATTENTION:** Students are counseled individually, as often as necessary at least every six weeks to review the student’s progress and adjustment. 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 counseling carried out by the instruction and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the students and remedial assignments are made when required. Particular attention is given to preparation for the program of Barbering & Cosmetology Examination.

**REFERRAL SERVICES:** Students are referred to community professionals for personal, non-academic counseling. The College does not find or assist students in finding housing.

#### **STUDENT RIGHTS AND RESPONSIBILITIES**

The student has the right to ask the school:

- The name of its accrediting and licensing organization.
- About its programs 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 program.
- 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.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have change.
- 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.
- What is School’s Performance regarding Graduation, Placement and License Passing Rate.

**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 you from 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 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.

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student).
- 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 you liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

## SATISFACTORY ACADEMIC PROGRESS POLICY

### SATISFACTORY ACADEMICS PROGRESS (SAP) POLICY

This institution expects all of its regular students to maintain **Satisfactory Academic Progress (SAP)** as established by this institution under the guidelines of the BPPE Department. Any prospective student should be aware of and examine this institution’s SAP policy before enrolling. The SAP policy will be applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full time).

Every student must:

1. Maintain a cumulative academic average of “C” (70%) or better at the end of each of the evaluation period. The grading must take into consideration grades obtained in exams for theory classes and practical grades obtained on hands on practical exams.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) of the scheduled hours indicated on their enrollment contract at the end of each of the evaluation period.
3. Complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 44 weeks (including grace time for absences), he or she must complete within 66 weeks.
4. Must Review and sign the SAP evaluation form at the end of each of the evaluation period.

Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next scheduled evaluation.

**EVALUATION PERIODS:** Students must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period or term of the course.

**Example:** For the 1600 hours Cosmetology program, a student will be evaluated at the increments in which the student has completed 450, 900, 1250 and 1600 actual hours.

**Example:** For the 1500 hours Barber program, a student will be evaluated at the increments in which the student has complete 375, 750, 1125, and 1500 actual hours

**Example:** For or the 600 hours Massage Therapy & Cosmetician program, a student will be evaluated at the increments at which the student has completed 300, and 600 actual hours.

**Example:** For the 400 hours Manicuring program, a student will be evaluated at the increments at which the student has completed 200, and 400 actual hours.

If at the end of a payment period the student fails to maintain a passing grade point average or fail to successfully complete the clock hours percentage required to maintain a progress level that would allow the student to complete the course within the maximum time frame in the course, as published, the student would be placed in a **Satisfactory Academic Progress Warning** status. If at the end of a payment period following the period under **Satisfactory Academic Progress Warning** status, the student fails to make the grade or fails to successfully complete the cumulative number of clock hours percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an **Academic Probation** status.

**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 may be terminated at the discretion of the institution. In the event a student is terminated due to unsatisfactory academic progress, all policies regarding the institution’s refund policy will apply. The student can appeal probation status. The request should be received within (5) days of termination and must describe any circumstances (such as but not limited to an injury or illness of the student, death in the family) related to the student’s academic standing which the student believes deserves special consideration.

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

**RE-ESTABLISHING SAP STATUS:** To re-establish satisfactory academic progress status, the students in academic probation must demonstrate he or she is meeting the minimum attendance and grading standards indicated in STANDARDS 1,2,3, & 4 of the satisfactory academic policy above on this page. Probationary students who meet SAP by the conclusion of the probationary period will be removing 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 academic director. The appeal must explain why he/she failed to make satisfactory progress and what has changed in his/her situation that will allow him/ her to make satisfactory progress at the next evaluation. The request should be received within (5) days of termination and must describe any circumstances (such as but not limited to an injury or illness of the student, death in the family) related to the student’s academic standing which the student believes deserves special consideration. The academic director shall evaluate the appeal within a reasonable period of time (5-10 days) and notify the student in writing of his/her decision. Should the student’s appeal be denied, he or she may appear before the school committee to present his or her case. The committee shall provide a written notice to the student of its decision within a reasonable period of time (5-10 days). The decision of the committee shall be final. The student will be notified the decision in writing. The result of the appeal will be documented in the student’s admission file.

**MAKE-UP POLICY:** All lesson assignments missed during any period of absence must be made up. Make-up work will not be permitted during class hours. A record of make-up work is maintained for each student who is required to perform this type of work. Excessive tardiness will result in dismissal or suspension or until such time that the student can continue without tardiness. In case of tardiness a student is required to make up any and all prescribed work.

**COURSE REPETITIONS:** If a student is required to repeat a course, both the original and the repeated course are counted toward the Maximum Time Frame to complete the program. In computing the grade point average, the credits for the course with the higher grade will be counted. The student may be charged for courses that they must repeat.

**PROGRAM INCOMPLETENESS:** Program incompleteness, repetitions and non-credit remedial programs are not applicable to this institution’s form of instructions.

**RE-ENTRY POLICY:** All students who withdraw in good standing may re-enter into the program without the loss of credit for prior hours earned during the prior enrollment. If the student transferred to other institution before returning to TBS, those hours (both attempted and completed hours) earned at that institution may also be credited to the student for the new re-enrollment.

**TRANSFER POLICY:** Hours that are both attempted and completed may be counted at TBS from other institutions. The transcript for the school must be approved by the State of California. TBS reserves the right to refuse an acceptance of transfer hours from any other institution that does not meet the State curriculum requirements. TBS allows any TBS student making Satisfactory Progress to transfer from one TBS owned school to another TBS owned school. A student may transfer hours upon completion of a practical examination that will be given in conjunction with mock State Boards.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at TBS is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in cosmetology educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is 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 TBS to determine if your diploma or certificate will transfer. The institution had **not** entered into an articulation or transfer agreement with any other college or university.

**ATTENDANCE STATUS:** Full time: Any student scheduled to attend 24 hours or more per week are considered full-time students. Part-time enrollment is defined as more than 12 but less than 24 hours per week.

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

**TARDINESS POLICY:** If a student that is 15 minutes late to class is marked tardy. School must be notified at least 5 minute prior to class start if student will be a late. Student must call reception desk or other administrative staff for entrance to class as students are not allowed in classroom until first break. If the school receives no notice, the student will not be allowed to attend classes that day. Frequently tardiness may result in overtime charges and dismissal.

**LEAVE OF ABSENCE:** Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to 180 days in a 12 month period. The LOA must be requested in writing by the student and must be approved by the school Officer. The LOA request form must be filled out and 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. Students on LOA's will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit 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. In addition, students returning from a LOA will have his/her maximum time frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 45 days.

**STUDENT CONDUCT:** As adults, it is expected that students will conduct themselves in a mature and professional manner, giving the proper respect and courtesy to his/her classmates, the clients, and the staff of the school. Disruptions of class will not be tolerated at any time. Any such conduct will result in termination from the training program in which he/she is enrolled. A student dismissed for misconduct will be permitted to re-enroll and resume training **only at the discretion of the school.**

### **GROUNDS FOR DISCIPLINARY ACTION:**

1. Unsatisfactory academic performance,
2. Unsatisfactory attendance,
3. Frequent tardiness or leaving early,
4. Unprofessional behavior such as academic dishonesty and/or conduct that disrupts the learning process in the classroom or reflects unfavorably upon the school and/or its students. Consult your administration department for additional information.

**DISCIPLINARY PROCEDURE AND DISMISSAL:** All disciplinary matters will come before the Administration, which will review the written complaint, interview the parties involved, and make a determination of the action to be taken. This may result in the dismissal of the charge, probation, suspension for a particular length of time, dismissal of the student, or other appropriate action. Termination may also be the result of a student violating the following policies: a) satisfactory academic progress, b) attendance, and/or c) the student conduct and regulations policy.

**CLASS CANCELLATION:** Administration reserves the right to cancel if the number of students falls below the minimum acceptable to the School. Class cancellations may occur during the first week of the scheduled class days, in which case the School will refund all monies due if applicable.

**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 cosmetology students at 25%, 50%, 75%, and 100% of the course hours scheduled to complete. This evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a C” (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK
100%-90% A.....Superior Performance	(GPA 4) 4 POINTS = A
89%-80% B.....Above Average	(GPA 3) 3 POINTS = B
79%-70% C.....Average	(GPA 2) 2 POINTS = C
69%-60% D.....Unsatisfactory	(GPA 1) 1 POINTS = D
59%-00% F.....Fail	(GPA 0) 0 POINTS = F

**STUDENTS CLOCK HOUR POLICY:** The Board of Barbering and Cosmetology will only recognize time-clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start end of their day and lunch period. You will be given up to 9:07 A.M. to clock in and receive credit for the lecture hours. Starting at 9:08, this will count as 9:15 A.M. A thirty (30) minute lunch break shall be taken when a student attends more than 6 hours of class a day. If you are attending 6 hours or less per day and desire to take a lunch break (30 minutes), then the half must be deducted from your daily total and you must clock in/out on your time card for the lunch break. At the completion of the day, your time card is prepared from the current weekly

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

time card. The daily hours and operations earned are added to the total in the prior column. These cumulative figures are then entered in the prior column on the weekly time card. The time card must be signed by the student and the instructor daily.  
NOTE: Instructors may not sign a student in or out.

Time cards reflect the student’s daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. All weekly time cards must be turned into the office at the end of each week in order for all credit in hours and operations to be given. The time cards are the property of the school and must remain in the school at all times. Time cards must be retained. After clocking in you are required to maintain applied effort, 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 punch out for the remainder of the day. Continued activities of this nature could result in your termination.

**TIME CARD CREDIT:** The following is a guideline for the instructor to issue credits.

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting hours are in the theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card 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.

## SCHOOLS RULES AND REGULATIONS

1. School hours in Escondido are Tuesday- Friday 9:00 am – 9:00 pm and Saturdays 9:00 am – 5:30 pm.
2. Time cards must be clearly legible. Students must punch only their own time cards. Time cards must be turned into the office at the end of each week.
3. In case of illness or emergency on any day, the student must call in to the school admission office to report his/her absence.
4. Students are required to be in class for roll call promptly at 9:00 am in clean proper uniform. Males & Female students must wear a white or black smock, neat and clean. A work type shoe is recommended due to the long periods of standing required in our occupation.
5. A student who is tardy (9:08 a.m.) cannot receive clock hour credit until 9:15 am.
6. Students may take lunch any time between 11:00 a.m. to 1:00 p.m. Lunch period is each student’s responsibility and must be staggered.
7. A student must use the time clock to punch “IN” when entering and “OUT” when leaving. Students failing to do so will only receive credit for hours indicated by the time clock.
8. Student clocking time cards other than their own, or falsifying time cards are subject to immediate expulsion. Student who leaves the building while clocked in are subject to immediate suspension, up to and including expulsion.
9. Smoking is allowed in assigned areas only OUTSIDE of the building.
10. No visitors are permitted in the classroom or student lounge area unless approved by the instructor.
11. TBS Business phones may not be used for personal calls.
12. Students must keep their work station, in the class or on the floor, clean and sanitary at all times.
13. All students serving the public must be courteous and pleasant. If difficult arises, please see the supervising instructor. Students must take all appointment assigned to them. Failure to take a patron will lead to warning, probation of 1 week with no service; if problem still occurs then you’ll be sent to the office.
14. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
15. Students are not allowed to give service or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
16. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
17. Students are responsible for the return of college materials equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
18. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, use vulgar language or causes discord.
19. 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.
20. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be checked by the admissions office. All work must be checked by an instructor or credit will not be given.
21. Only products furnished by the school may be used unless otherwise approved by the supervisor.
22. Student is to park only in the designated areas.

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

23. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
24. Any student absent more than twenty one days without notifying the office staff will be automatically terminated. These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as cosmetology, barber, manicuring, massage therapy or Cosmetician. Violation of school rules may result in suspension or termination.

### **NOTICE OF STUDENT RIGHTS**

**1. STUDENT’S RIGHT TO CANCEL:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the seventh day after enrollment (**seven days from date when enrollment agreement was signed**), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the School Director, and that a withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance.

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 course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Education at the address and phone number below for information.

4. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

5. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov).

6. 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 information:

**BOARD OF BARBERING & COMETOLOGY (BBC)**  
**PO BOX 944226 SACRAMENTO, CA 94244 PHONE (916) 574-7570**  
**OR BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)**  
**Capitol Oaks Drive, Suite 400 Sacramento, CA 95833**  
Mailing Address: P.O. Box 980818 West Sacramento, CA 95798  
Tel (916)431-6959 Toll Free (888)370-7589, Fax (916)263-1897  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)E-mail: [bppe@ca.gov](mailto:bppe@ca.gov)

### **GRIEVANCE PROCEDURE:**

It is the policy of this institution to handle grievances in the following manner.

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the Instructor in charge.
3. If you are unable to deliver the form to the Instructor you may deliver it to the Owner/President: **MS. TRAMY VAN, 641 N Broadway Escondido, CA 92025.**

All grievances regardless of the nature will be turned over to the Owner/President and reviewed.

4. The Owner/President will evaluate the grievance and set an appointment with the person within 5 days from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours.
5. Any grievances that you can’t work out with the institution you may contact:

**BOARD OF BARBERING & COMETOLOGY (BBC)**  
**PO BOX 944226 SACRAMENTO, CA 94244 (916) 574-7570**

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)**  
**2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833**  
Mailing Address: P.O. Box 980818 West Sacramento, CA 95798  
Tel (916)431-6959 Toll Free (888)370-7589, Fax (916)263-1897  
Web site: [www.bppv.ca.gov](http://www.bppv.ca.gov) E-mail: [bppe@ca.gov](mailto:bppe@ca.gov)

**TRAMY BEAUTY SCHOOL**  
**“EXCELLENCE IN EDUCATION”**

**NOTIFICATION OF RIGHT UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

A student should submit to the registrar, a written request that identifies the record(s) the student wishes to inspect. The School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

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

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

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

The School discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Tramy Beauty School will keep students records for five (5) years from the last date of the attendance. After this period, all records are destroyed.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office

**U.S. Department of Education**  
**400 Maryland Avenue, SW**  
**Washington, DC 20202-5901**

**TRAMY BEAUTY SCHOOL**  
**“EXCELLENCE IN EDUCATION”**

**DRUG AND ALCOHOL ABUSE POLICY**

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

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

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

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

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

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

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

**ADVANCED HEALTH CARE**  
**5333 MISSION CENTER ROAD, SUITE 100**  
**SAN DIEGO, CA 92108**  
**(619)281-6414**

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

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

**TRAMY BEAUTY SCHOOL**  
**“EXCELLENCE IN EDUCATION”**

**TUITION AND FEE SCHEDULE**

Program	Hours	Hourly Rate	Registration Fee <sup>2</sup>	Kit/Books <sup>3</sup>	STRF Fee <sup>4</sup>	Tuition <sup>5</sup>	Total Charges
Cosmetology	1600 Hours	\$6.25	\$100.00	\$600.00	\$27.50	\$10,000.00	\$10,727.50
Barber	1500 Hours	\$6.25	\$100.00	\$600.00	\$25.00	\$9,375.00	\$10,100.00
Manicuring	400 Hours	\$1.50	\$100.00	\$150.00	\$2.50	\$600.00	\$852.50
Cosmetician	600 Hours	\$6.50	\$100.00	\$0.00	\$10.00	\$3,900.00	\$4,010.00

**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 two weeks beyond the expected completion date, an extra instruction charge will be assessed for the additional time necessary to complete the required hours based on the student’s Scheduled hours of attendance (not the actual hours attended). An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: **Cosmetology: \$6.25, Barber \$6.25, Manicuring: \$1.50, Cosmetician: \$6.50.**

**ADDITIONAL TRANSCRIPTS:** Former students requesting additional copies of transcript of academic and clock hour’s record will be charged \$25.00 for each additional request. You are given 1 set of all academic and clock hour forms/records at the time of your departure, please secure these forms and records in a safe place for future reference.

**METHOD OF PAYMENT:** 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.

**COLLECTION POLICY:** All school charges must be paid in full before graduation. If a student fails to pay the school charges in full, school will withhold the student grades or the transcript until the tuition is paid in full. The school does not sell or discount any contract to collection agency or third party.

**RIGHTS TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON-PAYMENT OF TUITION**

An institution may withhold a student’s transcript or grades if the student is in default on a student tuition contract. If the program of study consists of only one program, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full. **CEC. Section 94828 per BPPE Reform Act January 1, 1998**

**THE SCHOOL RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENT.**

<sup>2</sup> **Registration Fee:** Non-Refundable through attendance at the first class session or the seventh day after enrollment whichever is later.

<sup>3</sup> **Kit/Books:** Supplies are Non-Refundable.

<sup>4</sup> **STRF Fee:** Student Tuition Recovery Fund Fee is Non-Refundable through attendance at the first class session or the seventh day after enrollment whichever is later. This fee is paid by the school on behalf of the student.

<sup>5</sup> If a student obtains a Federal Direct Stafford 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

**TRAMY BEAUTY SCHOOL**  
**“EXCELLENCE IN EDUCATION”**

**STUDENT TUITION RECOVERY FUNDS:**

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

- 1) You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and,
- 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

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

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

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

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

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

\*Residency Program means an educational program at an approved institution of which some portion of the instruction occurs as defined in section 71715(c).[Section 71715©-Direct instruction requires the physical presence of one or more students and one or more faculty members at the same location. Direct instruction includes instruction presented in a classroom, seminar, workshop, lecture, colloquium, laboratory, tutorial, or other physical learning settings consistent with the mission, purposes, and objectives of the institution]

**Amount of STRF Assessment; § 76120** (a) Each qualifying institution shall collect an assessment of fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is fifty cents (\$2.50). For further information or instructions contact:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**  
**2535 Capital Oaks Drive, Suite 400**  
**Sacramento, CA 95833**  
**Tel (916)431-6959 Toll Free (888)370-7589, Fax (916)263-1897**

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

### REFUND POLICY

**DETERMINATION OF WITHDRAWAL FROM SCHOOL:** The withdrawal date shall be the last physical date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the Registrar officer of your intent to withdraw. Only the Registrar office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
If you are absent for two consecutive weeks and are not on an approved leave of absence, you will be deemed a withdrawal even though you indicated that he/she was not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from leave of absence.

**STUDENT’S RIGHT TO CANCEL:** An applicant not accepted for training by the school shall be entitled to a refund of all moneys paid except a non-refundable registration fee. The non-refundable registration fee is \$100.00. A student or legal guardian has the right to cancel the enrollment agreement and obtain a refund of charges paid less a registration fee through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from the date when enrollment agreement was signed), whichever is later. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

**COURSE CANCELLATION POLICY:** If a course is canceled subsequent to a student’s enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide completion of the program or course.

**SCHOOL CLOSURE POLICY:** If the school closes permanently and ceases to offer instruction after students have enrolled, the school will make a pro-rata refund of all tuition payments.

**INSTITUTIONAL REFUND POLICY:** After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student. A registration fee of \$100.00 is a **non-refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for cancellation fee (\$150.00), registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student’s notification or school’s determination.

**Hypothetical Refund Example:** The following table outlines the refund due based on percentage of training completed, using scheduled hours, assuming you paid following:

Total Tuition	Less Registration fee	Less Kit/books	Less STRF fee	Tuition Cost
\$10,725.00	\$100.00	\$600.00	\$25.00	\$10,000.00

Tuition Cost	Hours in Course	Hourly charge	Tuition Paid	Hours attended	Tuition owed	Refund due
\$10,000.00	1600 Hours	\$ 6.25/ Hour	\$10,000.00	600 Hours	\$3,750.00	\$6,250.00

**TRAMY BEAUTY SCHOOL**  
**“EXCELLENCE IN EDUCATION”**  
**EDUCATIONAL OBJECTIVE**

**CURRICULUM FOR COSMETOLOGY COURSE**

**(1,600 HOURS)**

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Practical training shall mean the time it takes to perform a practical operation.

**MINIMUM SPECIFIED PRACTICAL OPERATIONS SHALL INCLUDE:**

Disinfection & Sanitation	<b>100</b>	Manual Facials	<b>25</b>
Hair Styling	<b>240</b>	Electrical Facial	<b>25</b>
Permanent Waving	<b>105</b>	Chemical Facials	<b>25</b>
Chemical Straightening	<b>100</b>	Eyebrow Beautification	<b>50</b>
Hair Coloring & Bleaching	<b>150</b>	Make up	<b>25</b>
Hair Cutting	<b>120</b>	Manicuring & Pedicuring	<b>25</b>
Scalp and Hair Treatment	<b>60</b>	Artificial Nails & Wraps	<b>40</b>
Professional Ethic	<b>55</b>	(120 nails)	
Sale Technique	<b>55</b>		
<b>CUMULATIVE HOURS</b>			<b>1200</b>

**SUBJECT OF TECHNICAL INSTRUCTION SHALL INCLUDE:**

	<b><u>Min. Hours</u></b>
1. Laws and Regulations (The Barbering and Cosmetology Act and the Board’s Rules and Regulations).	<b>20</b>
2. Health and Safety/Hazardous Substances (Cosmetology chemistry including the chemical and purpose of cosmetic, nail, hair and skin care preparations)	<b>45</b>
3. Disinfection and Sanitation (Procedures to protect the health and safety of the consumer as well as the technician and Disinfection procedures for equipment used in establishments).	<b>20</b>
4. Bacteriology, anatomy, and physiology. (Human Anatomy & Human Physiology)	<b>15</b>
5. Hair Styling (Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling).	<b>65</b>
6. Permanent Waving and Chemical Straightening (Hair analysis, acid and alkaline permanent waving. Chemical straightening including the use of sodium hydroxide and other base solutions)	<b>40</b>
7. Hair Coloring and Bleaching (Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high And low lights, and the use of dye removers.	<b>60</b>
8. Haircutting (Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting)	<b>20</b>
9. Manual, Electrical and Chemical Facials (Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus. Chemical Facials include chemical skin peels, packs, masks and scrubs)	<b>25</b>
10. Eyebrow Arching and Hair Removal (The use of wax, tweezers, electric or manual and Depilatories for the removal of superfluous hair)	<b>10</b>
11. Make-up (Skin analysis, complete and corrective make-up, lash and brow tinting and application of false eyelashes.)	<b>15</b>
12. Manicuring and Pedicuring (Water and oil manicuring, including nail analysis, and hand/foot and arm/ankle massage)	<b>10</b>
13. Artificial Nails and Wraps (Liquid and powder brush-ons, artificial nail tips and nail wraps and repairs)	<b>25</b>
14. Professional Ethic	<b>15</b>
15. Sale Technique (Salesmanship, decorum, record keeping, and client service records)	<b>15</b>
<b>CUMULATIVE HOURS</b>	
	<b>400</b>



# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

3. Disinfection & Sanitation (Procedures to protect the health and safety of the consumer as well as the technician and disinfection Procedures for equipment used in establishments)	20
4. Bacteriology, Anatomy, Physiology (Human Anatomy and Human Physiology)	15
5. Hair Styling (Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling)	65
6. Hair Permanent Waving & Chemical Straightening (Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium Hydroxide and other base solutions)	40
7. Hair Coloring & Bleaching (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
8. Hair Cutting (Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and Dry cutting)	20
9. Shaving (Preparing the client’s hair for shaving, assessing the condition of the client’s skin, performing shaving Techniques, applying after-shave antiseptic following facial services, massaging the client’s face, rolling cream massages)	100
10. Professional Ethic	15
11. Sale Technique (Salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent Contractors, employees and employers)	15
<b>CUMULATIVE HOURS</b>	<b>415</b>

**BARBERING PERFORMANCE OBJECTIVE:**

1. Acquire knowledge of laws and rules regulating California Barbering establishments’ practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair.
3. Acquire knowledge of general theory relative to Barbering including sanitation.

**SKILLS TO BE DEVELOPED:**

Learn the proper use implements relative to all Barber services. Acquire knowledge of analyzing the scalp prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all Barber services.

**ATTITUDES AND APPRECIATION TO BE DEVELOPED:**

Be able to appreciate good workmanship common to cosmetology/barber/manicuring/Cosmetician, possess a positive attitudes towards the public and fellow workers appreciate honestly and integrity and have improved personality in dealing with patrons and colleagues.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:**

Shall have completed Theory and Operations required by the program of Barber and Cosmetology with a grade average of “C” (70%) or better.

**GRADUATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations in Barber with a GPA of “C” (70%) or better he or she is awarded with a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barber and Cosmetology examination.

**LICENSING REQUIREMENTS:**

Applicant must be 18 years of age or older and have completed the 12<sup>th</sup> grade. Applicant shall have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professional Code.

A Cosmetology/Barber/Manicuring/Cosmetician license will be granted by the State of California only after the student has successfully completed and graduated from the Barber course as described above and passed the licensing exam with an overall average of 75%.

**TRAMY BEAUTY SCHOOL**  
**“EXCELLENCE IN EDUCATION”**

**CURRICULUM FOR MANICURING COURSE**

**(400 HOURS)**

The curriculum for students enrolled in manicuring course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on a mannequin. Practical training means the time it takes to perform a practical operation.

**MINIMUM SPECIFIED PRACTICAL OPERATIONS SHALL INCLUDE:**

Disinfection and Sanitation	<b>35</b>
Manicures	<b>30</b>
Pedicures	<b>30</b>
Artificial Nails & Nail Wraps (180 nails)	<b>150</b>
Professional Ethic	<b>10</b>
Sale Technique	<b>10</b>
<b>CUMULATIVE HOURS</b>	<b>265</b>

**SUBJECT OF TECHNICAL INSTRUCTION SHALL INCLUDE:**

	<b><u>Min. Hours</u></b>
1. Laws and Regulations (The cosmetology Act and the Program’s Rules and Regulations)	<b>10</b>
2. Health and Safety/Hazardous Substances (Training in the chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety Agencies, ergonomics, communicable disease, including HIV/AIDS and hepatitis B)	<b>25</b>
3. Disinfection and Sanitation (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 Section 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment)	<b>20</b>
4. Bacteriology, anatomy, and physiology. (Bacteriology, anatomy, physiology, and nail analysis and conditions)	<b>10</b>
5. Water and Oil manicures (Hand and arm massage)	<b>20</b>
6. Complete Pedicure (Foot and ankle massage)	<b>20</b>
7. Application of Artificial nails (Liquid, gel and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis)	<b>20</b>
8. Professional Ethic	<b>05</b>
9. Sale Technique (Salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities related to Independent contractors, booth renters, employees and employers)	<b>05</b>
<b>CUMULATIVE HOURS</b>	<b>135</b>

**MANICURING PERFORMANCE OBJECTIVE:**

Acquire knowledge of laws and rules regulating California Cosmological establishments’ practices, Understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicuring.

**SKILLS TO BE DEVELOPED:**

Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire the knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

**ATTITUDES AND APPRECIATION TO BE DEVELOPED:**

Be able to appreciate good workmanship common to cosmetology/barber/manicuring/Cosmetician, possess a positive attitudes towards the public and fellow workers appreciate honestly and integrity and have improved personality in dealing with patrons and colleagues.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:**

Shall have completed Theory and Operations required by the program of Barber and Cosmetology with a grade average of “C” (70%) or better.

**GRADUATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations in Manicuring with a GPA of “C” (70%) or better he or she is awarded with a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barber and Cosmetology examination.

**LICENSING REQUIREMENTS:**

Applicant must be 18 years of age or older and have completed the 10th grade. Applicant committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professional Code. A Cosmetology/Barber/Manicuring/Cosmetician license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

**CURRICULUM FOR ESTHETICIAN COURSE (600 HOURS)**

The curriculum for students enrolled in an Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an Esthetician, pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall all mean instruction by demonstration, lecture, and classroom participation, pre-examination. Practical operation 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.

**MINIMUM SPECIFIED PRACTICAL OPERATIONS SHALL INCLUDE:**

Disinfection and Sanitation	<b>90</b>
Manual Facials	<b>40</b>
Electrical Facials	<b>50</b>
Chemical Facials	<b>50</b>
Professional Ethic	<b>30</b>
Sale Technique	<b>30</b>
Eyebrow Beautification	<b>50</b>
Make-up	<b>40</b>
<b>CUMULATIVE HOURS</b>	<b>380</b>

**SUBJECT OF TECHNICAL INSTRUCTION SHALL INCLUDE:**

**Min. Hours**

1. Laws and Regulations (The cosmetology Act and the Program’s Rules and Regulations)	<b>10</b>
2. Health and Safety/Hazardous Substances (Training in chemicals and health establishments, material safety data sheets protections from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B)	<b>40</b>
3. Disinfection and Sanitation (Procedures to protect the health and safety of the consumer as well as the technician. The <u>ten</u> required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment’s as specified in Sections 969 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment)	<b>10</b>
4. Anatomy and physiology (Human anatomy, human physiology, bacteriology, skin analysis and conditions)	<b>15</b>
5. Manual, Electrical and Chemical Facials (Manual Facials include cleansing, scientific manipulations, packs, and masks. Electrical Facials including the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes. Chemical Facials	<b>70</b>

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

include chemical skin peels, packs, masks and crubs)	
<b>6. Preparation</b> (Client consultation intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills)	<b>15</b>
<b>7. Eyebrow Beautification</b> (Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories)	<b>25</b>
<b>8. Make-up</b> (Skin analysis, basic and corrective application, and the application of false eyelashes)	<b>25</b>
<b>9. Professional Ethic</b>	<b>05</b>
<b>10. Sale Technique</b> (Salesmanship, decorum, record-keeping, client service records, basic tax information relating to booth renters, Independent contracts, employees and employers)	<b>05</b>
<b>CUMULATIVE HOURS</b>	<b>220</b>

**SKILLS TO BE DEVELOPED:**

Learn the proper use of implements relative to all Cosmetician services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Cosmetician services, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facials.

**ATTITUDES AND APPRECIATION TO BE DEVELOPED:**

Be able to appreciate good workmanship common to cosmetology/barber/manicuring/Cosmetician, possess a positive attitudes towards the public and fellow workers appreciate honestly and integrity and have improved personality in dealing with patrons and colleagues.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:**

Shall have completed Theory and Operations required by the program of Barber and Cosmetology with a grade average of “C” (70%) or better.

**GRADUATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations in Cosmetician with a GPA of “C” (70%) or better he or she is awarded with a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barber and Cosmetology examination.

**LICENSING REQUIREMENTS:**

Applicant must be 18 years of age or older and have completed the 12<sup>th</sup> grade. Applicant shall have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professional Code. A Cosmetology/Barber/Manicuring/Cosmetician license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

**TRAMY BEAUTY SCHOOL**  
**“EXCELLENCE IN EDUCATION”**  
**ORGANIZATION CHART**

**ADMINISTRATIVE STAFF:**

<b>Owner/President</b>	<b>Tramy Van</b>
<b>Director of Education</b>	<b>Aaron Rodriguez</b>
<b>Executive Director</b>	<b>Jamie Tonnu</b>
<b>Financial Aid Director</b>	<b>Karen Gonzalez</b>
<b>Financial Aid Administrator</b>	<b>Trinh Nguyen</b>
<b>Admission/Registrar</b>	<b>Cynthia Cruz</b>
<b>Admission/Registrar</b>	<b>Thuyvan Truong</b>

**INSTRUCTORS:**

Tramy Van, Aaron Rodriguez, Yen Minh Le, Denise Le, Dominic Pham, Erika Hernandez, Dung Dang, Trung D Nguyen, Thom Tu, Maria T Carrasco, Linda Topete.

**EDUCATIONAL FACULTY QUALIFICATION LIST**

**1. Tramy Van**

7 years Licensed Cosmetology  
5 years Licensed Barber  
8 years Licensed Esthetician  
8 years Licensed Manicuring  
7 years Certified Massage Therapy  
CAMTC Certification

**2. Aaron Rodriguez**

8 years Licensed Cosmetology  
3 years Licensed Barber

**3. Yen Minh Le**

7 years Licensed Cosmetology  
1 years Licensed Barber

**4. Denise Le**

10 years Licensed Cosmetology

**5. Dominic Pham**

4 years Certified Massage Therapy  
CAMTC Certification  
8 years Certified Massage Therapy  
FSMTB Certification

**6. Erika Hernandez**

5 years Licensed Cosmetology

**7. Dung Dang**

3 years Licensed Cosmetician

**8. Trung D Nguyen**

12 years Licensed Manicuring

**9. Thom Tu**

10 years Licensed Manicuring

**10. Maria T Carrasco**

30 years Licensed Cosmetology

**11. Linda Topete**

11 years Licensed Cosmetology

# TRAMY BEAUTY SCHOOL

5911 University Ave Ste 318  
San Diego, CA 92115  
Tel.619-229-8188  
Fax.619-229-8068  
[www.tramybeautyschool.net](http://www.tramybeautyschool.net)

**January 2012 – December 2012  
Catalog**

**Accredited by: The National Accrediting Commission  
of Career Arts and Sciences**

Revised 12-2012

*This institution updates its catalog at the beginning of each calendar year and when there is a change within the institution or from the regulatory agencies.*

**TRAMY BEAUTY SCHOOL**  
**“EXCELLENCE IN EDUCATION”**

**TABLE OF CONTENTS**  
**2012**

Welcome.....	4
Mission Statement.....	5
Education Objectives .....	5
Facilities .....	5
Housing .....	5
Approval Disclosure Statement .....	6
Programs of Study .....	7
Educational Goal.....	8
Admissions Policy.....	8
GED Certification .....	9
Credit Evaluation.....	9
Handicapped Students Notice .....	9
English as a Second Language .....	9
Freshman Class Enrollment.....	9
Statement of Non-Discrimination .....	9
Record Keeping .....	9
Disclosure of Education Records.....	9
Graduation Requirements.....	9
Licensure Requirements.....	10
Progress Policy .....	10
Textbooks, Equipment & Supplies .....	10
Calendar/Holidays .....	10
Class Schedules.....	10
Orientation Class.....	10
Health and Physical Consideration .....	10
Bankruptcy .....	10
Placement.....	11
Scholarship .....	11
Voter Registration.....	11
Career Counseling and Personal Attention .....	11
Referral Services .....	11
Students Rights and Responsibilities.....	11
Satisfactory Academics Progress (SAP).....	12
Evaluation Periods .....	12
Academic Probation.....	12
Make-up Policy.....	13
Course Repetitions .....	13
Program Incompleteness .....	13
Re-Entry Policy .....	13
Transfer Policy .....	13
Notice Concerning Transferability of Credits and Credential Earned at our school.....	13
Attendance Status .....	14
Tardiness Policy .....	14
Leave of Absence.....	14
Student Conduct.....	14
Grounds for Disciplinary Action .....	14
Disciplinary Procedure and Dismissal .....	14
Class Cancellation.....	14
Grading System.....	14
Students Clock Hour Policy .....	15

**TRAMY BEAUTY SCHOOL**  
**“EXCELLENCE IN EDUCATION”**

<b>Time Card-Credit .....</b>	<b>15</b>
<b>School Rules and Regulations .....</b>	<b>15</b>
<b>Notice of Student Rights .....</b>	<b>16</b>
<b>Grievance Procedure .....</b>	<b>17</b>
<b>Notification of Rights under FERPA.....</b>	<b>17</b>
<b>Drug and Alcohol Abuse Policy .....</b>	<b>18</b>
<b>Tuition and Fee Schedule .....</b>	<b>19</b>
<b>Extra Instruction Charges.....</b>	<b>19</b>
<b>Additional Transcripts/Method of Payment.....</b>	<b>19</b>
<b>Collection Policy .....</b>	<b>19</b>
<b>Rights to Withhold Transcripts and Grades for Non-Payment of Tuition.....</b>	<b>19</b>
<b>Student Tuition Recovery Fund Statement .....</b>	<b>20</b>
<b>Campus Security Information .....</b>	<b>21-22</b>
<b>Financial Aid .....</b>	<b>23-26</b>
<b>Refund Policy .....</b>	<b>26-28</b>
<b>Educational Objectives .....</b>	<b>28-36</b>
<b>Curriculum for Cosmetology Course .....</b>	<b>28-29</b>
<b>Curriculum for Barber Course.....</b>	<b>29-31</b>
<b>Curriculum for Manicuring Course.....</b>	<b>31-32</b>
<b>Curriculum for Cosmetician Course2-.....</b>	<b>32-33</b>
<b>Curriculum for Massage Therapy Courses .....</b>	<b>34-35</b>
<b>Organization Chart.....</b>	<b>36</b>

**TRAMY BEAUTY SCHOOL**  
**“EXCELLENCE IN EDUCATION”**

Dear Students,

Welcome and thank you for choosing **Tramy Beauty School** to guide you through the intricate world of cosmetology. You will begin your journey in this exciting field through guided instruction and practical hands-on training. Each lesson is specifically designed to prepare you for a great career in the beauty industry. Our instructors and administrative staff are well trained to help you with personal education plans and career choices prior to attending school. We hope to provide you with the opportunity for a successful future in this industry.

At **Tramy Beauty School**, we will offer you basic training in order to prepare you for the State Board of Barbering and Cosmetology state-wide examination. We place a strong emphasis on how to be successful in the market through hard work, precise operations and procedures. This will require your diligence, dedication and perseverance for success.

It is a pleasure to have you join us at **Tramy Beauty School**. Our goal is to help you discover the ability to transform your life through training. We hope that through mutual cooperation and strong work ethics that you will find success in your future endeavors.

Sincerely,

Tramy Van  
Owner/President

**TRAMY BEAUTY SCHOOL**  
**“EXCELLENCE IN EDUCATION”**  
**MISSION STATEMENT & EDUCATIONAL OBJECTIVES**

**MISSION STATEMENT:** **Tramy Beauty School** strongly believes in preparing the student to pass the Licensure Exam in order to become a successful professional of the Cosmetology Arts and sciences, the massage field and /or relates fields.

**EDUCATION OBJECTIVES:** Our objectives are to provide each enrolled student with high quality programs through an environment conducive to attaining all the basic skills in order to pass the state licensing exam and become employable in the many specialty areas such as: **Cosmetology, Barber, Manicuring, Cosmetician and Massage Therapy.**

Students will be introduced and provided structured instruction in a modern learning environment. Under these conditions, students will acquire hands-on experience and acquire the knowledge and techniques needed to successfully complete their program of study. Our school stimulates 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. Our objective is to help the student become “salon ready” for an entry-level position of employment in a salon.

**FACILITIES:** **Tramy Beauty School** is located at 5911 University Ave #318, San Diego, CA 92115 in a spacious air-conditioned building. The facility consists of combined lecture/lab room, workshop areas, administrative offices and student break room. The school uses equipment that fully complies with any federal, state, and local laws, regulations and ordinances. This includes the requirements of fire, safety and health regulations. The school maintains a reference library containing many audio and visual aid, books, periodicals and magazines for the use of the staff and Student body.

Staff and students are to utilize the materials in conjunction with assigned school textbooks to augment their classes with additional material and in the updating and creation of their class lesson plans. Student must sign the materials out and must sign them back in upon their return. Students are responsible for the materials they check out and may be charged for any materials not returned.

**HOUSING:** **Tramy Beauty School** does not assume responsibility for student housing, does not have dormitory facilities under its control, nor does it offer student housing assistance.

**Tramy Beauty School** provides theory and practical lessons in the classroom. This core staff is supplemented on a regular basis with guest artists; lectures and trainers with proven expertise from virtually all cosmetology, barber, manicuring, massage therapy, and Cosmetician professions.

**Tramy Beauty School** provides a school catalog either in writing or electronically to all prospective students interested in a beauty and related arts career. We are happy to have you visit the school at any time. Come in, tour our student facilities and the teaching staff, and consider the many advantages that our school can provide. We will be pleased to answer all of your questions.

**Tramy Beauty School** also has available sponsored programs, government or otherwise to provide grants or to pay for portions of tuition and fees. The school currently participates in Federal Title IV funding (Federal Pell Grant).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

**Bureau for Private Postsecondary Education**  
2535 Capitol Oaks Drive, Suite 400, W. Sacramento, CA 95833  
Phone: 888-370-7589 Fax: 916-253-1897  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll Free: 888-370-7589 or by completing a complaint form, which can be obtained on the Bureau’s Internet Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

**TRAMY BEAUTY SCHOOL**  
**“EXCELLENCE IN EDUCATION”**  
**APPROVAL DISCLOSURE STATEMENT**

**ACCREDITATION:** This institution accredited by the National Accrediting Commission of Career Art & Sciences Inc. (NACCAS) 4401 Ford Ave. Suite 1300, Alexandria VA 22302 Tel (703) 600-7600, Fax (703)379-2200

**TRAMY BEAUTY SCHOOL**, was granted institutional approval from the Bureau for Private Post-Secondary Education PO Box 980818 West Sacramento, CA 95798, Phone ( 916) 574- 7720, pursuant to California Education Code Section 94915. The Bureau’s approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post-secondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institution approval must be re-approved every three years and is subject to continuing review. Approved are the programs: Cosmetology: 1600 Clock Hours, Barber: 1500 Clock Hours, Manicuring 400 Clock Hours and Cosmetician: 600 Clock Hours, Massage Therapy: 600 Clock Hours.

Instruction is in the building with an occupancy level accommodation 400 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. The school has available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. Please see the Financial Aid Information section in this catalog for more detail.

The following are state programs, bureaus, department or agencies which set minimum standards for our program of studies in accordance with Education Code Section 94915: **BOARD OF BARBERING & COSMETOLOGY, BUREAU FOR PRIVATE POSTSECONDARY EDUCATION, NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS & SCIENCES, & US.DEPARTMENT OF EDUCATION.**

Person seeking to resolve problems or complaints should first contact instructor in charge. Request for further action may be made in writing to Tramy Van, Owner/President or Aaron Rodriguez Director of Education. Unresolved complaints may be directed to the following agencies:

**BOARD OF BARBERING & COSMETOLOGY (BBC)**

**2420 Del Paso Road, Suite 100**

**Sacramento, CA 95834**

**Tel (800)952-5210, Fax (916)575-7281, Website: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)**

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)**

**Physical Address: 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833**

**Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818**

**Tel (916)431-6959, Toll Free (888)370-7589, Fax (916)263-1897, Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)**

**NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES INC. (NACCAS)**

**4401 Ford Ave., Suite 1300**

**Alexandria, VA 22302-1432**

**Tel (703)600-7600 Fax (703)379-2200, Website: [www.naccas.org](http://www.naccas.org)**

**U.S DEPARTMENT OF EDUCATION (USDE)**

**400 Maryland Ave., SW**

**Washington, D.C. 20202**

**Tel (800)872-5327, Website: [www.ed.gov](http://www.ed.gov)**

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

**PROGRAMS OF STUDY:** The course of study for students enroll shall consist of the state mandate technical instructional and practical operations covering all practices constituting the art of cosmetology, barber, manicuring, Cosmetician, and massage therapy.

Name	CIP	Hours	Month	Instructional Weeks	Award
*Cosmetology	12.0401	1600	12	54	Diploma
*Cosmetician	12.0408	600	7	30	Diploma
*Massage Therapy	51.3501	600	7	30	Diploma
Barber	12.0402	1500	12	50	Diploma
Manicuring	12.0410	400	5	20	Diploma

(\*This course is eligible to participate in USDE Title IV Programs only at San Diego campus.

### **Cosmetology: (1600 hours, 40 – 100 weeks)**

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations. Instruction will cover the art and science of cosmetology from techniques in hair, makeup, skin care and manicuring to business skills, and health and safety practices pursuant to section 7316 of the Barbering and Cosmetology Act.

- Learn the procedures, terminology, and proper use of implements in performing all cosmetology services.
- Acquire the knowledge of analyzing the scalp, face and hands prior to services to determine any disorders.
- Learn the application of daytime and evening makeup to include the application of individual and strip eyelashes.
- Learn the proper procedure of manicuring including water and oil manicure and pedicure, learn the application of brush-on nails, nail wraps, and nail tips.

### **Esthetician/Cosmetician: (600 hours, 26 – 30 weeks)**

The Curriculum for students enrolled in a Esthetician/Cosmetician course shall consist of fifteen hundred (600) clock hours of technical instruction and practical operations. The instruction will cover the art and science of esthetician/cosmetician from skin care treatments and techniques, makeup, and hair removal to business skills, and health and safety practices pursuant to section 7316 of the Barbering and Cosmetology Act.

- Learn the procedures, terminology, and proper use of implements in performing all Esthetician/Cosmetician services.
- Acquire the knowledge of analyzing the skin prior to all services to determine any disorders.
- Learn the application of daytime and evening makeup including the application of individual and false strip eyelashes.
- Learn the proper procedure of plain and electrical facials.

### **Massage Therapy: (600 hours, 15 – 25 weeks)**

The Curriculum for students enrolled in a Massage Therapy course shall consist of six hundred (600) clock hours of technical instruction and practical operations. The instruction will cover the art and science of massage. Technical instruction means instruction by demonstration, lecture, classroom, participation, or examination. Practical operation shall mean the active performance by the massage technician of all techniques and principles.

- Learn the proper use of implements relative to all services.
- Acquire the knowledge of massage therapy prior to all services to determine any disorders or/and injuries.
- Learn the procedures and terminology used in performing all massage services.
- Learn the basic massage techniques including Swedish, American and Shiatsu and learn the all proper procedures of massage therapy.

### **Barber: (1500 hours, 38 – 94 weeks)**

The Curriculum for students enrolled in a Barber course shall consist of fifteen hundred (1,500) clock hours of technical instruction and practical operations. Instruction will cover the art and science of barber from techniques in hair to business skills, and health and safety practices pursuant to section 7316 of the Barbering and Cosmetology Act.

- Learn the procedures, terminology, and proper use of implements in performing all barber services.
- Acquire the knowledge of analyzing the scalp, face and hands prior to services to determine any disorders.
- Learn the proper use of implements relative to all cosmetology services.
- Acquire business management techniques which are common to the Barber profession.

### **Manicuring: (400 hours, 10 – 20 weeks)**

The Curriculum for students enrolled in manicuring course shall consist of four hundred (400) clock hours of technical instruction and practical operations. Instruction will cover the art and science of manicuring techniques, nail design, business skills, and health and safety practices pursuant to Section 7316 of the Barbering and Cosmetology Act.

- Learn the proper use of implements relative to all manicuring, pedicuring, and artificial nails.
- Develop the knowledge to recognize various skin conditions and disorders.
- Acquire the knowledge of analyzing the hands and feet, prior to all services to determine any disorders.
- Develop the knowledge of safety precautions in the use of manicure, pedicure, and artificial nails.

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

**Educational Goals:** The courses of study are design to prepare students for the state licensing examination and for profitable employments a Cosmetology (D.O.T. # 332.271-010, CIP # 12.0401,SOC.39-5012) Manicuring (D.O.T. # 331.674-010, CIP # 12.0410,SOC.39-5092) Cosmetician (D.O.T. # 332.271- 010, CIP # 12.0414, SOC.39-5094) Massage Therapy (D.O.T. # 332.27102, CIP # 51.3501, SOC. 31-9011).

**\*CIP Codes:** US Department of Education regulations as of July 1, 2011, require the institution to identify programs by Classification of Instructional Programs (CIP) Code, with links to the US Department of Labor/Employment and Training Administration’s Occupational Information network. For more information for CIP codes please visit web site at [www.nces.ed.gov/ipeds/cipcode](http://www.nces.ed.gov/ipeds/cipcode).

**\*SOC Codes:** NACCAS accrediting agency policies as of July 1, 2011, require the institution to identify programs by Standard Occupational Classification (SOC) Codes. The SOC system is used by Federal statistical agencies to classify workers into occupational categories. . For more information regarding SOC codes please visit internet web site at [www. Bls.gov/SOC/](http://www.Bls.gov/SOC/). Also visit at <http://www.onecenter.org/overview.html> regarding occupational title for course of study.

**\*O\*NET:**The O\*NET program is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. Utilizing the SOC Codes, O\*Net provides easy to read career reports that include the most critical on-the-job tasks and skills. Job seekers can also find local salary information and training opportunities. For more information regarding O\*Net please visit the website at <http://www.onetcenter.org/overview.html>

Program	CIP Code	SOC Code	O*Net	Occupational Title
Cosmetology	12.0401	39-5012	39-5012	Hairdressers, Hairstylist and Cosmetologists
Manicuring	12.0410	39-5092	39-5092	Manicurists and Pedicurist
Cosmetician	12.0409	39-5094	39-5091	Skin Care Specialists
Barber	12.0401	39-5092	39-5012	Hairstylist, Hairdressers, Barber
Massage Therapy	51-3501	31-9011	31-9011	Massage Therapists

## ADMISSION POLICY

**ADMISSION REQUIREMENT:** Enrollees are admitting as regular students once one of the following criteria has been met.

**A)** Applicants must provide a copy of his/her High School Diploma, GED, California State Proficiency Test or its equivalent, and pass an admissions test (CPAT test) with a minimum score of 129 as stated in the test publisher’s guidelines. The Academy will verify the authenticity of the diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation and the courses completed. If a transcript is not available, the student will be required to take and pass a GED test prior to enrollment.

**B)** Students lacking the High School Diploma or its equivalent must be 18 years old, must have completed 12<sup>th</sup> grade education level or its equivalent as required by the program of Barbering & Cosmetology prior to admission. ATB exam is no longer a placement to High School Diploma.

**C)** Student may also establish ability to benefit by enrolling in the Tramy Beauty School on a prepaid cashbasis and completing, 225 clock hours in their selected program. When 225 clock hours have been satisfactorily completed, the student may be eligible for Financial Aid.

\*Student must show English language proficiency. A passing score on either the CPAT admissions test or the Wonderlic Ability-to-Benefit test will be acceptable in showing English language proficiency.

\*Our school does not recruit students already attending or admitted to another school offering a similar program of study.

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

### **GED CERTIFICATION:**

For information on obtaining a General Education Diploma (GED) please refer to Adult School location in your area:  
San Diego Continuing Education  
West City Continuing Education Center  
3249 Fordham Street, San Diego, CA 92110  
Tel.619-388-1873, Fax.619-221-6951, Web site: <http://sdce.edu/services/testing/ged>

**CREDIT EVALUATION:** Appropriate credit will be granted for prior training or experience upon review and verification by the school's officials of it's validly under the Cosmetology Act and the Program of Cosmetology/Barber/Massage Therapy/Manicuring/Cosmetician. Occasionally, a student's acceptance by the college will depend entirely on the program of Barbering and Cosmetology.

**FOR HANDICAPPED STUDENTS:** Access for handicapped students to the institution's facilities is available at the School. This institution does offer programs for the handicapped student depending on the physical ability of the handicapped student.

**ENGLISH AS A SECOND LANGUAGE:** The School does not provide instruction for English as a Second Language, and neither does it provide services for obtaining visa. Students from foreign countries who apply to any of the vocational programs must be English proficient. All instruction is provided in the English language except Cosmetology (English, Spanish, and Vietnamese) and Massage Therapy (English, Vietnamese). The College reserves the right to refuse admission to any applicant who does not meet the College's established criteria for admission.

**FRESHMAN CLASS-ENROLLMENT:** The freshman curriculum for each of the course requires a specific number of hours of classroom lectures, demonstrations, and student practice. The freshman class introduces the basics you will need to know to pass licensing examinations. From this initial introduction, you will learn all fundamentals that are the basic for your future and career. The hours spent in the freshman class are as follows: Cosmetology 300 hours, Barber 300 hours, Cosmetician 80 hours, Massage Therapy 80 hours and Manicuring 50 hours. **TRAMY BEAUTY SCHOOL** considers the freshman classes to be the foundation for your future. There are no separate freshman courses for Massage Therapy.

**STATEMENT OF NON-DISCRIMINATION:** **TRAMY BEAUTY SCHOOL** does not discriminate based on race, color, religion, sex, handicap, financial status, age, ethnic, origin or area of residence in its admissions, instruction, or graduation policies.

**RECORD KEEPING:** Student practice and theory hours are recorded daily on individual time sheets and are posted to the school management system on a weekly basis. Time sheets are reviewed and signed by instructor. Attendance hours from the time clock are downloaded to the computer daily. Roll call is taken daily in the reception at the start of scheduled shift. Cumulative attendance hours are checked by Registrar office on a weekly basis and recorded to the student academic file. Progress reports are released to student each after Satisfactory Academic Progress period on each program or at minimum two times during their program.

**DISCLOSURE OF EDUCATION RECORDS:** Adult students, parents of minor students and parents of tax dependent students have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present. Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the institution. Students are not entitled to inspect the financial record of their parents. Written consent is required from the student (or their guardian if the student is a dependent minor) before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies as authorized by law.

### **GRADUATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations with a GPA of “C” (70%) or better, met the Satisfactory attendance records, achieved satisfactory academic grades for exams and work, completed all work projects and paid all tuition and other fees and charges, he or she is awarded with a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barber and Cosmetology examination.

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

### LICENSING REQUIREMENTS -STATE OF CALIFORNIA COSMETOLOGY LAW

In addition to the outlined admission requirements, California Cosmetology Law establishes the following requirements for admission to a School of Cosmetology. The applicant must have the following qualifications to take the Board of Barbering and Cosmetology (Board) exams:

- Be at least 17 years of age
- Has completed the 10th grade in a public school or its equivalent
- Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code, and
- Has completed the following hours in a Board Approved School in:
  - Cosmetologist – 1600 hours
  - Esthetician – 600 hours
  - Manicurist – 400 hours
- Have a valid Social Security<sup>1</sup> number before taking an examination with the California Board of Barbering and Cosmetology.

### RECORDS RETENTION:

The student's records are retained by this institution for a period of not less than five (5) years from the date of student's graduation, or withdrawals, or otherwise cease to be enrolled.

**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.

**TEXTBOOKS, EQUIPMENT & SUPPLIES:** Student kits will be issued at the beginning of the freshman class. The kit contains the equipment necessary for the course. Students are expected to maintain the kit by replacing lost or broken articles. The school is not responsible for a student's equipment; either lost or stolen, students must learn to be responsible for the tools of their trade.

**CALENDAR/HOLIDAYS:** The school is closed on following holidays: Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and New Year's. A "special" holiday may be declared for emergencies or special reason. Holidays of all religious beliefs are respected and allowed. The school reserves the right to change dates of holidays with prior notice.

**CLASS SCHEDULES 2011-2012:** All classes for Cosmetology, Barber, Cosmetician, Manicuring, and Massage Therapy start every two weeks: Every other Tuesday.

**ORIENTATION CLASS:** Orientation classes for Day students are on every other Tuesday, 9:00am until 11:00am and 6:00 pm until 8:00 pm for Evening students, prior to any new class starting. All new students, transfers and re-enrollment students are required to attend prior to admission. Orientation classes are not counted as scheduled course hours.

**HEALTH AND PHYSICAL CONSIDERATION:** Generally, the professional in the beauty field must be in a 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 sometimes for long periods. 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.

**BANKRUPTCY:** Tramy Beauty School has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under federal law.

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*1 Applicants are required to provide their correct Social Security Number pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code (26 U.S.C. 6109). The institution is required to issue form 1098T annually and report amount paid for qualified tuition, related expenses, and interest on educational loans to students and the IRS.*

**TRAMY BEAUTY SCHOOL**  
**“EXCELLENCE IN EDUCATION”**  
**STUDENT SERVICES**

**PLACEMENT:** Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student’s name is recorded in student register and the process of the follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salon seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. Designated officer staff member assists students in placements as often as need; however, the school does not guarantee placement to any student.

**SCHOLARSHIP:** Tramy Beauty School does not offer an institutional scholarship incentive.

**VOTER REGISTRATION:**

You may register to vote by completing the online voter registration form at: [www.sos.ca.gov/nvrc/fedform/](http://www.sos.ca.gov/nvrc/fedform/) and then mailing it to the pre-printed address on the form.

You may also register to vote whenever you apply for or renew your driver’s licenses or state-issued ID card. For more information, please visit the California Secretary of State website at: [www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm).

**CAREER COUNSELING AND PERSONAL ATTENTION:** Students are counseled individually, as often as necessary at least every six weeks to review the student’s progress and adjustment. 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 counseling carried out by the instruction and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the students and remedial assignments are made when required. Particular attention is given to preparation for the program of Barbering & Cosmetology Examination.

**REFERRAL SERVICES:** Students are referred to community professionals for personal, non-academic counseling. The College does not find or assist students in finding housing.

**STUDENT RIGHTS AND RESPONSIBILITIES**

The student has the right to ask the school:

- The name of its accrediting and licensing organization.
- About its programs 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 program.
- 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.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have change.
- 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.
- What is School’s Performance regarding Graduation, Placement and License Passing Rate.

**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 you from 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 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.

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student).
- 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 you liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

## SATISFACTORY ACADEMIC PROGRESS POLICY

### SATISFACTORY ACADEMICS PROGRESS (SAP) POLICY

This institution expects all of its regular students to maintain **Satisfactory Academic Progress (SAP)** as established by this institution under the guidelines of the NACCAS, BPPE and Department of Education. Any prospective student should be aware of and examine this institution’s SAP policy before enrolling. The SAP policy will be applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full time).

Every student must:

1. Maintain a cumulative academic average of “C” (70%) or better at the end of each of the evaluation period. The grading must take into consideration grades obtained in exams for theory classes and practical grades obtained on hands on practical exams.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) of the scheduled hours indicated on their enrollment contract at the end of each of the evaluation period.
3. Complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 44 weeks (including grace time for absences), he or she must complete within 66 weeks.
4. Must Review and sign the SAP evaluation form at the end of each of the evaluation period.

Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next scheduled evaluation.

**EVALUATION PERIODS:** Students receiving aid from Title IV Aid Programs must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period or term of the course.

**Example:** For the 1600 hours Cosmetology program, a student will be evaluated at the increments in which the student has completed 450, 900, 1250 and 1600 actual hours.

**Example:** For the 1500 hours Barber program, a student will be evaluated at the increments in which the student has complete 375, 750, 1125, and 1500 actual hours

**Example:** For the 600 hours Massage Therapy & Cosmetician program, a student will be evaluated at the increments at which the student has completed 300, and 600 actual hours.

**Example:** For the 400 hours Manicuring program, a student will be evaluated at the increments at which the student has completed 200, and 400 actual hours.

If at the end of a payment period the student fails to maintain a passing grade point average or fail to successfully complete the clock hours percentage required to maintain a progress level that would allow the student to complete the course within the maximum time frame in the course, as published, the student would be placed in a **Satisfactory Academic Progress Warning** status. The student will be eligible for financial aid funds for one subsequent payment period.

If at the end of a payment period following the period under **Satisfactory Academic Progress Warning** status, the student fails to make the grade or fails to successfully complete the cumulative number of clock hours percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an **Academic Probation** status. At this point the student will be informed by the institution of his/her ineligibility for future financial aid funds. The student will also be informed of the steps to take to initiate an appeal process.

**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. Students remain eligible to receive aid during the probation period and will be consider as making SAP progress during the probationary 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 lose any remaining eligibility for student financial aid and may be terminated at the discretion of the

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

institution. In the event a student is terminated due to unsatisfactory academic progress, all policies regarding the institution’s refund policy will apply. In order to maintain Title IV eligibility, the student must appeal probation status. The request should be received within (5) days of termination and must describe any circumstances (such as but not limited to an injury or illness of the student, death in the family) related to the student’s academic standing which the student believes deserves special consideration.

**RE-ESTABLISHING SAP STATUS:** To re-establish satisfactory academic progress status, the students in academic probation must demonstrate he or she is meeting the minimum attendance and grading standards indicated in STANDARDS 1,2,3, & 4 of the satisfactory academic policy above on this page. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation and will re-establish the eligibility for further Federal StudentAid.

**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 academic director. The appeal must explain why he/she failed to make satisfactory progress and what has changed in his/her situation that will allow him/ her to make satisfactory progress at the next evaluation. The request should be received within (5) days of termination and must describe any circumstances (such as but not limited to an injury or illness of the student, death in the family) related to the student’s academic standing which the student believes deserves special consideration. The academic director shall evaluate the appeal within a reasonable period of time (5-10 days) and notify the student in writing of his/her decision. Should the student’s appeal be denied, he or she may appear before the school committee to present his or her case. The committee shall provide a written notice to the student of its decision within a reasonable period of time (5-10 days). The decision of the committee shall be final. The student will be notified the decision in writing. The result of the appeal will be documented in the student’s admission file.

**MAKE-UP POLICY:** All lesson assignments missed during any period of absence must be made up. Make-up work will not be permitted during class hours. A record of make-up work is maintained for each student who is required to perform this type of work. Excessive tardiness will result in dismissal or suspension or until such time that the student can continue without tardiness. In case of tardiness a student is required to make up any and all prescribed work.

**COURSE REPETITIONS:** If a student is required to repeat a course, both the original and the repeated course are counted toward the Maximum Time Frame to complete the program. In computing the grade point average, the credits for the course with the higher grade will be counted. The student may be charged for courses that they must repeat.

**PROGRAM INCOMPLETENESS:** Program incompleteness, repetitions and non-credit remedial programs are not applicable to this institution’s form of instructions.

**RE-ENTRY POLICY:** All students who withdraw in good standing may re-enter into the program without the loss of credit for prior hours earned during the prior enrollment. If the student transferred to other institution before returning to TBS, those hours (both attempted and completed hours) earned at that institution may also be credited to the student for the new re-enrollment. Per NACCAS policy TBS requires that students re-enter as the same progress status as when they withdrew.

**TRANSFER POLICY:** Hours that are both attempted and completed may be counted at TBS from other institutions. The transcript for the school must be approved by the State of California. TBS reserves the right to refuse an acceptance of transfer hours from any other institution that does not meet the State curriculum requirements. TBS allows any TBS student making Satisfactory Progress to transfer from one TBS owned school to another TBS owned school. A student may transfer hours upon completion of a practical examination that will be given in conjunction with mock State Boards.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at TBS is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in cosmetology educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is 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 TBS to determine if your diploma or certificate will transfer. The institution had **not** entered into an articulation or transfer agreement with any other college or university.

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

**ATTENDANCE STATUS:** Full time: Any student scheduled to attend 24 hours or more per week are considered full-time students. Part-time enrollment is defined as more than 12 but less than 24 hours per week.

**TARDINESS POLICY:** If a student that is 15minuteslate to class is marked tardy. School must be notified at least 5 minute prior to class start if student will be a late. Student must call reception desk or other administrative staff for entrance to class as students are not allowed in classroom until first break. If the school receives no notice, the student will not be allowed to attend classes that day. Frequently tardiness may result in overtime charges and dismissal.

**LEAVE OF ABSENCE:**Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to 180 days in a 12 month period. The LOA must be requested in writing by the student and must be approved by the school FA Director. The LOA request form must be filled out and 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. Students on LOA's will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit 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. In addition, students returning from a LOA will have his/her maximum time frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 45 days.

**STUDENT CONDUCT:** As adults, it is expected that students will conduct themselves in a mature and professional manner, giving the proper respect and courtesy to his/her classmates, the clients, and the staff of the school. Disruptions of class will not be tolerated at any time. Any such conduct will result in termination from the training program in which he/she is enrolled. A student dismissed for misconduct will be permitted to re-enroll and resume training **only at the discretion of the school.**

### **GROUNDS FOR DISCIPLINARY ACTION:**

1. Unsatisfactory academic performance,
2. Unsatisfactory attendance,
3. Frequent tardiness or leaving early,
4. Unprofessional behavior such as academic dishonesty and/or conduct that disrupts the learning process in the classroom or reflects unfavorably upon the school and/or its students. Consult your administration department for additional information.

**DISCIPLINARY PROCEDURE AND DISMISSAL:** All disciplinary matters will come before the Administration, which will review the written complaint, interview the parties involved, and make a determination of the action to be taken. This may result in the dismissal of the charge, probation, suspension for a particular length of time, dismissal of the student, or other appropriate action. Termination may also be the result of a student violating the following policies: a) satisfactory academic progress, b) attendance, and/or c)the student conduct and regulations policy.

**CLASS CANCELLATION:**Administration reserves the right to cancel if the number of students falls below the minimum acceptable to the School. Class cancellations may occur during the first week of the scheduled class days, in which case the School will refund all monies due if applicable.

**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 cosmetology students at 25%, 50%, 75%, and 100% of the course hours scheduled to complete. This evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a C” (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

#### ACADEMIC GRADING

100%-90% A.....Superior Performance  
89%-80% B.....Above Average  
79%-70% C.....Average  
69%-60% D.....Unsatisfactory  
59%-00% F.....Fail

#### POINT GRADES FOR PRACTICAL WORK

(GPA 4) 4 POINTS = A  
(GPA 3) 3 POINTS = B  
(GPA 2) 2 POINTS = C  
(GPA 1) 1 POINTS = D  
(GPA 0) 0 POINTS = F

**STUDENTS CLOCK HOUR POLICY:** The Board of Barbering and Cosmetology will only recognize time-clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

their attendance by using the time clock to punch in and out at the start end of their day and lunch period. You will be given up to 9:07 A.M. to clock in and receive credit for the lecture hours. Starting at 9:08, this will count as 9:15 A.M. A thirty (30) minute lunch break shall be taken when a student attends more than 6 hours of class a day. If you are attending 6 hours or less per day and desire to take a lunch break (30 minutes), then the half must be deducted from your daily total and you must clock in/out on your time card for the lunch break. At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned are added to the total in the prior column. These cumulative figures are then entered in the prior column on the weekly time card. The time card must be signed by the student and the instructor daily. NOTE: Instructors may not sign a student in or out.

Time cards reflect the student’s daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. All weekly time cards must be turned into the office at the end of each week in order for all credit in hours and operations to be given. The time cards are the property of the school and must remain in the school at all times. Time cards must be retained. After clocking in you are required to maintain applied effort, 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 ask to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result your termination.

**TIME CARD CREDIT:** The following is a guideline for the instructor to issue credits.

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting hours are in the theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card 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.

## SCHOOLS RULES AND REGULATIONS

1. School hours in San Diego are Monday- Friday 9:00 am – 9:00 pm and Saturdays 9:00 am – 5:30 pm.
2. Time cards must be clearly legible. Students must punch only their own time cards. Time cards must be turned into the office at the end of each week.
3. In case of illness or emergency on any day, the student must call in to the school admission office to report his/her absence.
4. Students are required to be in class for roll call promptly at 9:00 am in clean proper uniform. Males & Female students must wear a white or black smock, neat and clean. A work type shoe is recommended due to the long periods of standing required in our occupation.
5. A student who is tardy (9:08 a.m.) cannot receive clock hour credit until 9:15 am.
6. Students may take lunch any time between 11:00 a.m. to 1:00 p.m. Lunch period is each student’s responsibility and must be staggered.
7. A student must use the time clock to punch “IN” when entering and “OUT” when leaving. Students failing to do so will only receive credit for hours indicated by the time clock.
8. Student clocking time cards, other than their own, or falsifying time cards are subject to immediate expulsion. Student who leaves the building while clocked in are subject to immediate suspension, up to and including expulsion.
9. Smoking is allowed in assigned areas only OUTSIDE of the building.
10. No visitors are permitted in the classroom or student lounge area unless approved by the instructor.
11. TBS Business phones may not be used for personal calls.
12. Students must keep their work station, in the class or on the floor, clean and sanitary at all times.
13. All students serving the public must be courteous and pleasant. If difficult arises, please see the supervising instructor. Students must take all appointment assigned to them. Failure to take a patron will lead to warning, probation of 1 week with no service; if problem still occurs then you’ll be sent to the office.
14. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
15. Students are not allowed to give service or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
16. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
17. Students are responsible for the return of college materials equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
18. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, use vulgar language or causes discord.
19. 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.

## **TRAMY BEAUTY SCHOOL**

### **“EXCELLENCE IN EDUCATION”**

20. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be check by the admissions office. All work must be check by an instructor or credit will not be given.
21. Only products furnished by the school may be used unless otherwise approved by the supervisor.
22. Student is to park only in the designated areas.
23. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
24. Any student absent more than twenty one days without notifying the office staff will be automatically terminated.  
These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as cosmetology, barber, manicuring, massage therapy or Cosmetician. Violation of school rules may result in suspension or termination.

### **NOTICE OF STUDENT RIGHTS**

**1. STUDENT’S RIGHT TO CANCEL:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the seventh day after enrollment (**seven days from date when enrollment agreement was signed**), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the School Director, and that a withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance.

**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 course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

**3.** If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Education at the address and phone number below for information.

**4.** As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

**5.** A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov).

**6.** 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 information:

**BOARD OF BARBERING & COMETOLOGY (BBC)**  
**PO BOX 944226 SACRAMENTO, CA 94244 PHONE (916) 574-7570**  
**OR BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)**  
**Capitol Oaks Drive, Suite 400 Sacramento, CA 95833**  
Mailing Address: P.O. Box 980818 West Sacramento, CA 95798  
Tel (916)431-6959 Toll Free (888)370-7589, Fax (916)263-1897  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)E-mail: [bppe@ca.gov](mailto:bppe@ca.gov)

# **TRAMY BEAUTY SCHOOL**

## **“EXCELLENCE IN EDUCATION”**

### **GRIEVANCE PROCEDURE:**

It is the policy of this institution to handle grievances in the following manner.

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the Instructor in charge.
3. If you are unable to deliver the form to the Instructor you may deliver it to the Owner/President: **MS. TRAMY VAN, 5911 UNIVERSITY AVE #318, SAN DIEGO CA 92115.**

All grievances regardless of the nature will be turned over to the Owner/President and reviewed.

4. The Owner/President will evaluate the grievance and set an appointment with the person within 5 days from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours.
5. Any grievances that you can't work out with the institution you may contact:

**BOARD OF BARBERING & COMETOLOGY (BBC)**  
**PO BOX 944226 SACRAMENTO, CA 94244 (916) 574-7570**

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)**  
**2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833**  
**Mailing Address: P.O. Box 980818 West Sacramento, CA 95798**  
**Tel (916)431-6959 Toll Free (888)370-7589, Fax (916)263-1897**  
**Web site: [www.bppv.ca.gov](http://www.bppv.ca.gov) E-mail: [bppe@ca.gov](mailto:bppe@ca.gov)**

**NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS & SCIENCES,**  
**4401 Ford Ave. Suite 1300, Alexandria VA 22302 (703) 600-7600**

### **NOTIFICATION OF RIGHT UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

A student should submit to the registrar, a written request that identifies the record(s) the student wishes to inspect. The School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

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

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

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

The School discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Tramy Beauty School will keep students records for five (5) years from the last date of the attendance. After this period, all records are destroyed.

**TRAMY BEAUTY SCHOOL**  
**“EXCELLENCE IN EDUCATION”**

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office

**U.S. Department of Education**  
**400 Maryland Avenue, SW**  
**Washington, DC 20202-5901**

**DRUG AND ALCOHOL ABUSE POLICY**

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

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

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

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

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

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

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

**ADVANCED HEALTH CARE**  
**5333 MISSION CENTER ROAD, SUITE 100**  
**SAN DIEGO, CA 92108**  
**(619)281-6414**

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

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

**TRAMY BEAUTY SCHOOL**  
**“EXCELLENCE IN EDUCATION”**  
**TUITION AND FEE SCHEDULE**

Program	Hours	Hourly Rate	Registration Fee <sup>2</sup>	Kit/Books <sup>3</sup>	STRF Fee <sup>4</sup>	Tuition <sup>5</sup>	Total Charges
Cosmetology	1600 Hours	\$6.25	\$100.00	\$600.00	\$27.50	\$10,000.00	\$10,727.50
Barber	1500 Hours	\$6.25	\$100.00	\$600.00	\$25.00	\$9,375.00	\$10,100.00
Manicuring	400 Hours	\$1.00	\$100.00	\$0.00	\$2.50	\$400.00	\$502.50
Cosmetician	600 Hours	\$6.50	\$100.00	\$0.00	\$10.00	\$3,900.00	\$4,010.00
Massage Therapy	600 Hours	\$6.50	\$100.00	\$0.00	\$10.00	\$3,900.00	\$4,010.00

**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 two weeks beyond the expect completion date, an extra instruction charge will be accessed for the additional time necessary to complete the required hours based on the student’s Scheduled hours of attendance (not the actual hours attended). An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: **Cosmetology: \$6.25, Barber \$6.25, Manicuring: \$1.00 (SD),Cosmetician: \$6.50, Massage Therapy\$6.50.**

**ADDITIONAL TRANSCRIPTS:** Former students requesting additional copies of transcript of academic and clock hour’s record will be charged \$25.00 for each additional request. You are given 1 set of all academic and clock hour forms/records at the time of your departure, please secure these forms and records in a safe place for future reference.

**METHOD OF PAYMENT:** Most of our students apply for financial aid. During our interview of prospective students, we compute a needs analysis based on the amount of income or resources compared to the cost of education, room, and board, and personal expenses. If the student qualifies, we help the individual prepare the appropriate Financial Aid application. All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. For those students who are not receiving financial aid, payment schedules (weekly, monthly, and quarterly) are available.

**COLLECTION POLICY:** All school charges must be paid in full before graduation. If a student fails to pay the school charges in full, school will withhold the student grades or the transcript until the tuition is paid in full. The school does not sell or discount any contract to collection agency or third party.

**RIGHTS TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON-PAYMENT OF TUITION**

An institution may withhold a student’s transcript or grades if the student is in default on a student tuition contract. If the program of study consists of only one program, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full. **CEC. Section 94828 per BPPE Reform Act January 1, 1998**

**THE SCHOOL RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENT.**

<sup>2</sup> **Registration Fee:** Non-Refundable through attendance at the first class session or the seventh day after enrollment whichever is later.

<sup>3</sup> **Kit/Books:** Supplies are Non-Refundable.

<sup>4</sup> **STRF Fee:** Student Tuition Recovery Fund Fee is Non-Refundable through attendance at the first class session or the seventh day after enrollment whichever is later. This fee is paid by the school on behalf of the student.

<sup>5</sup> If a student obtains a Federal Direct Stafford 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

**TRAMY BEAUTY SCHOOL**  
**“EXCELLENCE IN EDUCATION”**

**STUDENT TUITION RECOVERY FUNDS:**

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

- 1) You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and,
- 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

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

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

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

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

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

\*Residency Program means an educational program at an approved institution of which some portion of the instruction occurs as defined in section 71715(c). [Section 71715©-Direct instruction requires the physical presence of one or more students and one or more faculty members at the same location. Direct instruction includes instruction presented in a classroom, seminar, workshop, lecture, colloquium, laboratory, tutorial, or other physical learning settings consistent with the mission, purposes, and objectives of the institution]

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

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**  
**2535 Capital Oaks Drive, Suite 400**  
**Sacramento, CA 95833**  
**Tel (916)431-6959. Toll Free (888)370-7589, Fax (916)263-1897**

**TRAMY BEAUTY SCHOOL**  
**“EXCELLENCE IN EDUCATION”**  
**Campus Security Information**

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 1/1/2011 and 12/31/2011.

**Report Distribution Date: October 1, 2012**  
**Occurrences within the 2011 Calendar Years**

<b>Crimes Reported</b>	<b>2011</b>	<b>Location: C=Campus N=Non-campus P=Public</b>	<b>* Hate Crime?</b>
Murder (Includes non-negligent manslaughter)	0		
Negligent manslaughter	0		
Sex offenses (forcible & non-forcible)	0		
Robberies	0	N/A	N/A
Aggravated assaults	0		
Burglaries	0		
Motor Vehicle Thefts (on Campus)	0		
Arson	0		

<b>Number of arrest made for the following crimes</b>	<b>2011</b>	<b>Referred for campus disciplinary action? (Yes) (No)</b>
Liquor Laws	0	
Drug laws	0	N/A
Weapons Possession	0	

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

1) This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing "911". For non-emergency incident reporting call (619)531-1590 San Diego Police Department address: 5348 University Ave #100 San Diego, CA.

2) All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Annual disclosure of Crime Statistics Report is prepared with the statistics obtained from the city of San Diego Police Department and the institution's "Daily Incident Log."

3) Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

4) Current policies concerning campus law enforcement are as follows:

a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be

## **TRAMY BEAUTY SCHOOL**

### **“EXCELLENCE IN EDUCATION”**

invoked only as a last resort, and after all other possibilities have been explored.

**b)** Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.

The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

- 5)** Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
- a. Do not leave personal property in classrooms.
  - b. Report any suspicious persons to your institutional official.
  - c. Always try to walk in groups outside the school premises.
  - d. If you are waiting for a ride, wait within sight of other people.
  - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
  - f. The “Crime Awareness and Campus Security Act” is available upon request to students, employees (staff and faculty) and prospective students.
  - g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
  - h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
- 6)** The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution’s policies and regulations are properly disclosed to prospective students.
- 7)** All incidents shall be recorded in the Tramy Beauty School “Daily Incident Log.” The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school’s official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
- a. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
  - b. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
  - c. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. (*Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education*).
  - d. Sexual assaults (criminal offences) on campus will be reported immediately to the institution’s official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest. Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school’s officer but rather should contact the appropriate agency by calling (911).

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

### FINANCIAL AID

#### **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 assistant while attending the college. A list of these programs include: **Federal PELL Grant: Does not require repayment (FPELL) \*\*\***

#### **GENERAL FINANCIAL AID INFORMATION**

IF you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at TBS may be found in “Funding education beyond high school” and the Free Application for Federal 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. Monday through Friday at 1 (800) 433-3243. (Internet access is also available at <http://www.fasfa.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. President differently, financial aid is money made available to help students meet the cost of school’s attendance. Financial aid includes grants and loans. Grants do not have to be prepaid. Financial aid is awarded to students who have “need”. Need id the difference between the amounts of money that the family will be expected to contribute to meet student cots 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 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 a satisfactory progress (as defined by the school’s policy) in the course of study;
- Be registered for selective service (if male born on or after January 1, 1960);
- Have signed a statement of education purpose;
- Have signed a statement of updated information;
- Have a High School diploma, (or its equivalent) a GED, or have demonstrated the ability-to-benefits;
- Agree to use any federal student aid received solely for education purposes.

#### **APPLICATION PROCEDURES AND FORMS**

Financial aid applications for this institution consist of the following: Free Application for Federal Student Aid (FASFA) 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 competing them are available at this school during school hours. In addition to the FASFA, the institution requires a series of forms as they apply to the individual student aid program and to the student’s individual family circumstances.

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

**ACADEMIC YEAR:** Is a period of not less than 30 weeks of instructional time within 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 courses 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 course of study in relation to the academic year.

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

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

**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 securing that the fund is used for education related expenses.

**DEPENDENT STUDENT:** He/She is an individual that does meet the independent student criteria. This student is requiring submitting with his/her application, student and parents' income and assets data.

**INDEPENDENT:** He/she is an individual other than the spouse that has been support and will continue to be support (50% or more of that individual personal expense) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) NOT a dependent.

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

**FINANCIAL AID ELIGIBILITY:** 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: Refugee, Asylum Granted. Indefinite Parole and/or Humanitarian Parole Cuban-Haitian entrant.

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

1. F1 or F2 Student visa
2. J1 or J2 exchange visitor visa only

**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 courses of 900 hours or more. It is the mid-point of the program for courses of less than 900 hours and 30 weeks.

**NEEDS:** 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 notation, 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 terms stated in the promissory note of the students loans.

If funds from the grant 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 take repayment arrangements with the U.S. Department of Education within 45 days from the student's withdrawal 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 U.S. Department of Education.

**TRANSFER STUDENT:** A student, a post-secondary institution before the enrollment a TBS, is requiring to provide a Financial Aid DRN number.

**VERIFICATION PROCESS:** Federal regulations 34 C.F.R Part 668, subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 – executing legislation 20 U.S.C. 1094 governing the Title IV programs require schools to be sure of certain applicant-reported data. These regulations require school to develop written policies and procedures for verification. The school is requiring making these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions process. To follow the regulation 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 PELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification.

**WHO MUST BE VERIFIED:**Tramy Beauty School shall verify 100% of those students selected by the CPS system for verification.

**VERIFICATION EXCLUSIONS:** Applicants excluded from verification include:

- Death – Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration – Applicants is incarcerated at the time the verification is to be performed.
- Certain immigration status – Applicant arrived in the U.S. during calendar year 2004 and 2005.

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

- 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 contact by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
- Complete verifications – If the student completed the verification at another institution prior to transferring to this school is all the following documents are provided from that school: 1/ letter stating that the verification process was completed. 2/ copy of the application data that was verified, and if the student was awarded PELL grant, a copy of the signed SAR/ISIR. 3/ a completed Financial Aid transcript.

Pacific Island residency status – Legal residents of the True Territory of the Pacific Islands, Guam Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be citizens of one these territories. To document the basis for this exclusion, the applicable permanent mailing address No funds disbursed- The applicant will not receive federal aid funds.

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

Data items include:

- Total number of persons in the household.
- The number of members of household enrolled at least half-time students in postsecondary education institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AFGI) for the base year (2003).
- U.S. income tax paid for the base year (2003)
- Certain untaxed income and benefits for the base year if certain conditions would apply include:
  - Social security benefits.
  - Child support.
  - Untaxed payments to IRA or Keogh or Foreign income
  - Earned income credit to Interest on tax free bonds

TBS shall resolve inconsistent application information for all applicants, in agreement with requirement of 34. C.F.R. part 688.16 (f)

**DOCUMENTATION REQUIRED:** Student, spouse and/or parents (as applicable) signed income tax forms (IRS 1040, 1040A, or 1040EZ and W-2 forms). 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 office may require/provide other appropriate forms.

**TIME-PERIOD FOR PROVIDING DOCUMENTATION:** Applicants must provide the required documentation within 14 days from the request of FAO. Tramy Beauty School may not disburse FSA funds until the student has completed required verification.

**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 verification:

- Number of family members in the household.
- Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.
- Change in dependency status.
- Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application.
- This process does not apply if the change occurs due to marriage.
- Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculated. This process does not apply if the change occurs due to marriage.
- The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

**CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME-PERIOD(S):** If the student cannot provide all require documentation, the school cannot complete the verification process within 14 days from the date of the request. The school must then advice applicants that they are not eligible for financial aid funds. The school then gives the applicants the following option

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

- 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 no eligible, discovered during verification.

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

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

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

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

### **REINSTATEMENT OF FINANCIAL AID ELIGIBILITY:**

Financial aid recipients, who lose their eligibility for financial aid due to unsatisfactory progress or to other forms of disciplinary actions, may have their financial aid reinstated. Conditions for reinstatement include, but are not limited to, the achievement of academic standing consistent with graduation requirements. The student may request reinstatement by completing a reinstatement by writing a letter documenting the reasons the student believes he/she should be reinstated. The school committee reviews such requests after academic advising with the student.

## REFUND POLICY

**DETERMINATION OF WITHDRAWAL FROM SCHOOL:**The withdrawal date shall be the last physical date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the Registrar officer of your intent to withdraw. Only the Registrar office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
If you are absent for two consecutive weeks and are not on an approved leave of absence, you will be deemed a withdrawal even though you indicated that he/she was not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from leave of absence.

**STUDENT’S RIGHT TO CANCEL:** An applicant not accepted for training by the school shall be entitled to a refund of all moneys paid except a non-refundable registration fee. The non-refundable registration fee is \$100.00.

A student or legal guardian has the right to cancel the enrollment agreement and obtain a refund of charges paid less a registration fee through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from the date when enrollment agreement was signed), whichever is later.

The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

**COURSE CANCELTION POLICY:** If a course is canceled subsequent to a student’s enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide completion of the program or course.

**SCHOOL CLOSURE POLICY:** If the school closes permanently and ceases to offer instruction after students have enrolled, the school will make a pro-rata refund of all tuition payments. A list of all students who were enrolled at the time of school closure including the amount of each pro rata refund will be submitted to NACCAS.

### **TREATMENT OF TITLE IV FUNDS IF THE STUDENT WITHDRAWS FROM THE COURSE:**

As of 10/7/00, Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the course of study. Simply stated, if the student withdraws before the sixty percent of the payment period in course, 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 received or eligible to have received. To determine the percentage completed, the scheduled hours of class (if less than seventy percent of scheduled hours) will be

# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

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.

### **WITHDRAWAL CALCULATIONS:**

Once the student has been determined by the institution to have withdrawn from the course of study, the institution will determine if the student received or was entitled to receive Federal Funds from the Title IV Financial aid programs available at the institution during the payment period. If the answer is YES, the institution will conduct two distinctive and different calculations. Those calculations are based on scheduled hours and described as follows.

**RETURN OF TITLE IV:** This formula determines the percentage of time that the student completed of the payment period in a course at the time of the student’s withdrawal. This percentage is then applied to the amount of Federal Funds from the Title IV programs that the student received or could have received in the same payment period. The result of this calculation is defined as earned funds. If the student received more than the earned amount, the overpayment is called unearned funds and must be returned to the programs in the following order: 1. Pell Grant, 2. Other, 3. The student.

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

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

**POST WITHDRAWAL DISBURSEMENT:** If the calculation shows that the student received less aid than what the student earned within the payment period, then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other education related expenses.

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

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

**INSTITUTIONAL REFUND POLICY:** After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student. A registration fee of \$100.00 is a **non-refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student.

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

**Hypothetical Refund Example:** The following table outlines the refund due based on percentage of training completed, using scheduled hours, assuming you paid following:



# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

and dry cutting)	
<b>9. Manual, Electrical and Chemical Facials</b>	<b>25</b>
(Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus. Chemical Facials include chemical skin peels, packs, masks and scrubs)	
<b>10. Eyebrow Arching and Hair Removal</b>	<b>10</b>
(The use of wax, tweezers, electric or manual and Depilatories for the removal of superfluous hair)	
<b>11. Make-up</b>	<b>15</b>
(Skin analysis, complete and corrective make-up, lash and brow tinting and application of false eyelashes.)	
<b>12. Manicuring and Pedicuring</b>	<b>10</b>
(Water and oil manicuring, including nail analysis, and hand/foot and arm/ankle massage)	
<b>13. Artificial Nails and Wraps</b>	<b>25</b>
(Liquid and powder brush-ons, artificial nail tips and nail wraps and repairs)	
<b>14. Professional Ethic</b>	<b>15</b>
<b>15. Sale Technique</b>	<b>15</b>
(Salesmanship, decorum, record keeping, and client service records)	

**CUMULATIVE HOURS      400**

**COSMETOLOGY PERFORMANCE OBJECTIVE:**

1. Acquire knowledge of laws and rules regulating California’s cosmological establishments’ 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:**

Learn the proper use of implements relative to all cosmetology services. Acquire knowledge of analyzing the scalp, face and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicure, learn the application of brush-on nails, nail wraps, and nail tips.

**ATTITUDES AND APPRECIATION TO BE DEVELOPED:**

Be able to appreciate good workmanship common to cosmetology/barber/manicuring/Cosmetician, possess a positive attitudes towards the public and fellow workers appreciate honestly and integrity and have improved personality in dealing with patrons and colleagues.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:**

Shall have completed Theory and Operations required by the program of Barbering and Cosmetology with a grade average of “C” (70%) or better.

**GRADUATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of “C” (70%) or better he or she is awarded with a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barber and Cosmetology examination.

**LICENSING REQUIREMENTS:**

Applicant must be 18 years of age or older and have completed the 12<sup>th</sup> grade. Applicant also has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professional Code.

A Cosmetology/Barber/Manicuring/Cosmetician license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

**CURRICULUM FOR BARBER COURSE**

**(1,500 HOURS)**

The Curriculum for students enrolled in a Barber course shall consist of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Practical training shall mean the time it takes to perform a practice operation.



# TRAMY BEAUTY SCHOOL

## “EXCELLENCE IN EDUCATION”

Be able to appreciate good workmanship common to cosmetology/barber/manicuring/Cosmetician, possess a positive attitudes towards the public and fellow workers appreciate honestly and integrity and have improved personality in dealing with patrons and colleagues.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:**

Shall have completed Theory and Operations required by the program of Barber and Cosmetology with a grade average of “C” (70%) or better.

**GRADUATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations in Barber with a GPA of “C” (70%) or better he or she is awarded with a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barber and Cosmetology examination.

**LICENSING REQUIREMENTS:**

Applicant must be 18 years of age or older and have completed the 12<sup>th</sup> grade. Applicant shall have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professional Code.

A Cosmetology/Barber/Manicuring/Cosmetician license will be granted by the State of California only after the student has successfully completed and graduated from the Barber course as described above and passed the licensing exam with an overall average of 75%.

**CURRICULUM FOR MANICURING COURSE**

**(400 HOURS)**

The curriculum for students enrolled in manicuring course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on a mannequin. Practical training means the time it takes to perform a practical operation.

**MINIMUM SPECIFIED PRACTICAL OPERATIONS SHALL INCLUDE:**

Disinfection and Sanitation	<b>35</b>
Manicures	<b>30</b>
Pedicures	<b>30</b>
Artificial Nails & Nail Wraps (180 nails)	<b>150</b>
Professional Ethic	<b>10</b>
Sale Technique	<b>10</b>
<b>CUMULATIVE HOURS</b>	<b>265</b>

**SUBJECT OF TECHNICAL INSTRUCTION SHALL INCLUDE:**

	<b><u>Min. Hours</u></b>
1. Laws and Regulations (The cosmetology Act and the Program’s Rules and Regulations)	<b>10</b>
2. Health and Safety/Hazardous Substances (Training in the chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety Agencies, ergonomics, communicable disease, including HIV/AIDS and hepatitis B)	<b>25</b>
3. Disinfection and Sanitation (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 Section 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment)	<b>20</b>
4. Bacteriology, anatomy, and physiology. (Bacteriology, anatomy, physiology, and nail analysis and conditions)	<b>10</b>
5. Water and Oil manicures (Hand and arm massage)	<b>20</b>
6. Complete Pedicure (Foot and ankle massage)	<b>20</b>
7. Application of Artificial nails	<b>20</b>

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- (Liquid, gel and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis)
- |    |                    |    |
|----|--------------------|----|
| 8. | Professional Ethic | 05 |
| 9. | Sale Technique     | 05 |
- (Salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities related to Independent contractors, booth renters, employees and employers)

### CUMULATIVE HOURS 135

**MANICURING PERFORMANCE OBJECTIVE:**

Acquire knowledge of laws and rules regulating California Cosmetological establishments’ practices, Understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicuring.

**SKILLS TO BE DEVELOPED:**

Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire the knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

**ATTITUDES AND APPRECIATION TO BE DEVELOPED:**

Be able to appreciate good workmanship common to cosmetology/barber/manicuring/Cosmetician, possess a positive attitudes towards the public and fellow workers appreciate honestly and integrity and have improved personality in dealing with patrons and colleagues.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:**

Shall have completed Theory and Operations required by the program of Barber and Cosmetology with a grade average of “C” (70%) or better.

**GRADUATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations in Manicuring with a GPA of “C” (70%) or better he or she is awarded with a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barber and Cosmetology examination.

**LICENSING REQUIREMENTS:**

Applicant must be 18 years of age or older and have completed the 10th grade. Applicant committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professional Code. A Cosmetology/Barber/Manicuring/Cosmetician license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

**CURRICULUM FOR ESTHETICIAN COURSE (600 HOURS)**

The curriculum for students enrolled in an Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an Esthetician, pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall all mean instruction by demonstration, lecture, and classroom participation, pre-examination. Practical operation 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.

**MINIMUM SPECIFIED PRACTICAL OPERATIONS SHALL INCLUDE:**

Disinfection and Sanitation	90
Manual Facials	40
Electrical Facials	50
Chemical Facials	50
Professional Ethic	30
Sale Technique	30
Eyebrow Beautification	50
Make-up	40
<b>CUMULATIVE HOURS</b>	<b>380</b>

**TRAMY BEAUTY SCHOOL**  
**“EXCELLENCE IN EDUCATION”**

<u>SUBJECT OF TECHNICAL INSTRUCTION SHALL INCLUDE:</u>	<u>Min. Hours</u>
1. Laws and Regulations (The cosmetology Act and the Program’s Rules and Regulations)	10
2. Health and Safety/Hazardous Substances (Training in chemicals and health establishments, material safety data sheets protections from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B)	40
3. Disinfection and Sanitation (Procedures to protect the health and safety of the consumer as well as the technician. The <u>ten</u> required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment’s as specified in Sections 969 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment)	10
4. Anatomy and physiology (Human anatomy, human physiology, bacteriology, skin analysis and conditions)	15
5. Manual, Electrical and Chemical Facials (Manual Facials include cleansing, scientific manipulations, packs, and masks. Electrical Facials including the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes. Chemical Facials include chemical skin peels, packs, masks and crubs)	70
6. Preparation (Client consultation intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills)	15
7. Eyebrow Beautification (Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories)	25
8. Make-up (Skin analysis, basic and corrective application, and the application of false eyelashes)	25
9. Professional Ethic	05
10. Sale Technique (Salesmanship, decorum, record-keeping, client service records, basic tax information relating to booth renters, Independent contracts, employees and employers)	05
<b>CUMULATIVE HOURS</b>	<b>220</b>

**SKILLS TO BE DEVELOPED:**

Learn the proper use of implements relative to all Cosmetician services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Cosmetician services, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facials.

**ATTITUDES AND APPRECIATION TO BE DEVELOPED:**

Be able to appreciate good workmanship common to cosmetology/barber/manicuring/Cosmetician, possess a positive attitudes towards the public and fellow workers appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:**

Shall have completed Theory and Operations required by the program of Barber and Cosmetology with a grade average of “C” (70%) or better.

**GRADUATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations in Cosmetician with a GPA of “C” (70%) or better he or she is awarded with a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barber and Cosmetology examination.

**LICENSING REQUIREMENTS:**

Applicant must be 18 years of age or older and have completed the 10th grade. Applicant shall have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professional Code. A Cosmetology/Barber/Manicuring/Cosmetician license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

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**CURRICULUM FOR MASSAGE THERAPY COURSE**

**(600 HOURS)**

**SESSIONS:** Begins weekly on Monday, throughout the year.

**COURSE DESCRIPTION:** Learn the proper use of implements relative to all services, acquire the knowledge of massage therapy prior to all services to determine any disorders or/and injuries, learn the procedures and terminology used in performing all massage services, learn the basic massage techniques including Swedish, American and Shiatsu and learn the all proper procedures of massage therapy.

**MASSAGE THERAPIST PERFORMANCE OBJECTIVE:** Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of massage, acquire the knowledge of general theory related to massage including anatomy, physiology, nutrition, theory and acquire business management techniques.

**ATTITUDES AND APPRECIATIONS TO BE DEVELOPED:** Be able to appreciate good workmanship common to the field of massage, possess a positive attitude towards the public and fellow workers, appreciate honesty, integrity and improved personality in dealing with patrons and colleagues.

**GRADUATION REQUIREMENTS:** When a student has met the required theory hours and practical operations in massage therapy with a GPA of “C” (70%) or better, he or she is awarded a diploma certifying his or her graduation.

**PERMIT REQUIREMENTS:** In order to practice the art of massage in an establishment, a permit/business license is required and must be secured by the local city office (police department) of which you plan on working in. Each city has certain requirements and fees. The school will provide you with all the surrounding city information on obtaining a permit to work in the field of massage as well as assist you in the application process.

**INSTRUCTIONAL METHODS USED:** The curriculum for students enrolled in the massage course shall consists of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom, participation, or examination. Practical operation shall mean the active performance by the massage technician of all techniques and principles.

CURRICULUM	MINIMUM HRS OF INSTRUCTION	MINIMUM HOURS OF PRACTICE
1. Health and Safety/Hazardous Substance (Shall including training chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.)	15	
2. Disinfection and Sanitation (shall include procedures to protect to protect the health and safety of the consumers as well as the technician. The <u>ten</u> required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified disaffection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	10	5
3. Anatomy/Physiology/Kinesiology	125	
4. Massage Therapy and Body Works	120	80
5. Pathology	40	
6. Trigger Points/Deep Tissue Therapy/Myotherapy	10	10
7. Clinical Massage Therapy	10	

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8. Basic Shiites Routine/16 movements/Chair Massage	10	25
9. Aroma Therapy	5	
10. Patterns of Ki/QU/CHI	10	15
11. Front, Back and Side Channels (Acupressure)	10	20
12. Introduction System Massage	10	
13. Sports Massage, Study of pre/post event massage, training massage, injury care, nerved innovations, rang of motion, structuralkinesiology, muscle testing and PNF stretching.	10	25
14. Introduction to Holistic Theory	15	
15. Business practices, setting up a massage business	10	
16. Ethic/Professional Standards	10	

**REQUIRED TEXTS FOR MASSAGE THERAPY COURSE (600 HOURS):**

- Therapeutic Massage 4<sup>th</sup> Edition Milady
- Theory & Practice of Instructor’s Manual 5<sup>th</sup> Edition Milady
- Trail Guide to the Body 3<sup>rd</sup> Edition
- Massage Therapy Review by Tramy Beauty School Book of Discovery
- Massage Therapy Review by Chinese Handbook
- Massage Therapy Review by Vietnamese Handbook
- Massage Therapy Review by English Handbook

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**ORGANIZATION CHART**

**ADMINISTRATIVE STAFF:**

<b>Owner/President</b>	<b>Tramy Van</b>
<b>Director of Education</b>	<b>Aaron Rodriguez</b>
<b>Executive Director</b>	<b>Jamie Tonnu</b>
<b>Financial Aid Director</b>	<b>Karen Gonzalez</b>
<b>Financial Aid Administrator</b>	<b>Trinh Nguyen</b>
<b>Admission/Registrar</b>	<b>Christine Rico</b>
<b>Admission/Registrar</b>	<b>Thuyvan Truong</b>

**INSTRUCTORS:**

Tramy Van, Aaron Rodriguez, Yen Minh Le, Denise Le, Dominic Pham, Erika Hernandez, Dung Dang, Trung D Nguyen, Thom Tu, Maria T Carrasco, Linda Topete.

**EDUCATIONAL FACULTY QUALIFICATION LIST**

**1.Tramy Van**

7 years Licensed Cosmetology  
5 years Licensed Barber  
8 years Licensed Esthetician  
8 years Licensed Manicuring  
7 years Certified Massage Therapy  
CAMTC Certification

**2.Aaron Rodriguez**

8 years Licensed Cosmetology  
3 years Licensed Barber

**3.Yen Minh Le**

7 years Licensed Cosmetology  
1 years Licensed Barber

**4. Denise Le**

10 years Licensed Cosmetology

**5.Dominic Pham**

4 years Certified Massage Therapy  
CAMTC Certification  
8 years Certified Massage Therapy  
FSMTB Certification

**6. Erika Hernandez**

5 years Licensed Cosmetology

**7.Dung Dang**

3 years Licensed Cosmetician

**8.Trung D Nguyen**

12 years Licensed Manicuring

**9.Thom Tu**

10 years Licensed Manicuring

**10.Maria T Carrasco**

30 years Licensed Cosmetology

**11. Linda Topete**

11 years Licensed Cosmetology