SANTA ANA BEAUTY ACADEMY

SCHOOL CATALOG

2012-2013

2231 N. TUSTIN AVE.
SANTA ANA, CA 92705
Phone (714) 547-5177, Fax (714)547-5277
www.santaanabeautyacademy.com

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

Website: www.naccas.org

APPROVAL DISCLOSURE STATEMENT: SANTA ANA BEAUTY ACADEMY, as a private institution and for-profit corporation was granted institutional approval to operate by the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code Section 94802. Approval to operate means compliance with state standards as set forth in this chapter. This approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operated indicates that the institution exceeds minimum state standards as set forth in this chapter.
The following courses are approved:

Program	CIP Code	Credit	Month	Inst. Wks.	Award
*Cosmetology	12.0401	1600 Clock Hours	12	54	Diploma
Barber	12.0402	1500 Clock Hours	11	48	Diploma
Manicuring	12.0410	400 Clock Hours	5	20	Diploma
Skin Care/Esthetician	12.0408	600 Clock Hours	7	30	Diploma
Barber Crossover	12.0402	400 Clock Hours	5	20	Diploma

*This course is eligible to participate in the USDE Title IV programs.

Instruction is in residence with facility occupants' level accommodating 50 students at any 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.

Santa Ana Beauty Academy currently participates in Federal Title IV funding (Federal Pell Grant) but does **not** offer any Federal, private or institutional loan programs.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov 888.370.7589(phone) or 916.253.1897(fax).

The following are agencies which set minimum standards for our program of studies I accordance with Education Code Section 94915: BOARD OF BARBERING & COSMETOLOGY, BUREAU FOR PRIVATE POSTSECONDARY EDUCATION, NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES, & THE DEPARTMET OF EDUATION

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

It is Santa Ana beauty Academy's policy to provide a prospective student a copy of Catalog, a general student brochure and School Performance Fact Sheet.
As a prospective student, you are encouraged to review this catalog. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

All information contained in this Academy Catalog is current and correct and is certified as true.
The academy researches and updates its Catalog at least once a year.

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Phuong Dung (Tammy) Nguyen
Owner/Director

FROM THE PRESIDENT

WELCOME!

Dear Student,

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

At **SANTA ANA BEAUTY ACADEMY,** we offer you the basic training to pass the Board of Barbering and Cosmetology examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success.

It is a pleasure to have you join us at **SANTA ANA BEAUTY ACADEMY.** My goal is to help you discover your ability to transform your life by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

PHUONG-DUNG (TAMMY) NGUYEN
Owner/Director

MISSION STATEMENT & EDUCATIONAL OBJECTIVES

MISSION STATEMENT: **Santa Ana Beauty Academy** (SABA) strongly believes that any person who has the ability, desire and determination to benefit from vocational training programs should be given each and every opportunity to do so. Our mission is to prepare students to pass the licensing exam and to be ready for an entry level position in the beauty industry.

EDUCATIONAL OBJECTIVES: Our objective is to provide each enrolled student with a high-quality program, in an environment conducive to attaining real-world skills, by adopting a straight forward pragmatic methodology. Upon completing the course of study the graduate student should be able to function effectively in one of the many specialty areas such as: **Hair Stylist, Barber Hair Colorist, Manicurist, Make-up Artist, Skin Care Specialist, or as a Beauty Salon Operator.** Normal progression should move him or her to positions such as **Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher or School Owner.**

COURSES OF STUDY:

COSMETOLOGY COURSE (1,600 Clock Hours): The course of study for students enrolled in a Cosmetology course shall consist of sixteen hundred (1,600) clock hours of the state mandated technical instructional and practical operations covering all practices constituting the art of cosmetology. **Educational Goals:** The cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist, Hairdressers and Hairstylists **(CIP #12.0403, SOC code-39.5012).**

BARBERING COURSE: (1,500 Clock Hours) The course of study for students enrolled in a Barbering course shall consist of fifteen hundred (1,500) clock hours of the state mandated technical instructional and practical operations covering all practices constituting the art of barbering. **Educational Goals:** The Barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber **(CIP # 12.0402, SOC code-39.5012)**.

BARBER CROSSOVER COURSE FOR COSMETOLOGISTS: (400 Clock Hours) The course of study for students enrolled in a Barber Crossover Course is to provide barber training for the cosmetologists and shall consist of a minimum of four hundred (400) clock hours of the state mandated technical instruction and practical operations covering barber practices that are not a part of the required training or practice of a cosmetologist. **Educational Goals:** The Barbering Crossover course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber **(CIP # 12.0402, SOC code 39-5012).**

SKIN CARE COURSE: (600 Clock Hours): The course of study for students enrolled in Skin Care course shall consist of six hundred (600) clock hours of the state mandated technical instructional and practical operations covering all practices constituting the art of Skin Care. **Educational Goals:** The Skin Care course of study is designed to prepare students for the state licensing examination and for profitable employment as a Skin Care Specialists and Esthetician **(CIP #12.0406, SOC Code 39-5094**).

MANICURING COURSE: (400 Clock Hours): The course of study for students enrolled in Manicuring course shall consist of the four hundred (400) clock hours of the state mandated technical instructional and practical operations covering all practices constituting the art of Manicuring. **Educational Goals:** The course of study is designed to prepare students for the state licensing examination and for profitable employment as a Manicurists and Pedicurists **(CIP #12.0499, SOC Code 39-5092)**.

***CIP Codes**: US Department of Education regulations as of July 1, 2011, require the institution to identity 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.

***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/. Also visit at http://www.onecenter.org/overview.html regarding occupational title for course of study.

FACILITIES: Santa Ana Beauty Academy is located in a spacious **(3,300 sq. ft.)** air-conditioned, one story modern building accessible to all public transportation. The facility consists of combined lecture/lab rooms, workshop areas, administrative offices, student resource library and student and faculty lounge. The academy, the building it occupies and the equipment it utilizes fully comply with any and all Federal, State and Local laws, regulations and ordinances; this includes those requirements as to fire safety, building 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 text books to augment their classes with additional material and in the up-dating 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.

Administrative offices are open from 9am to 5pm Tuesday to Saturday or by appointment.

SANTA ANA BEAUTY ACADEMY: welcomes all persons interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

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

ADMISSION REQUIREMENTS

Enrollees are admitted as regular students once one of the following criteria has been met.

A) Applicant must provide a copy of his/her High School Diploma, GED or its equivalent, and pass an admissions test (CPAT Student Aptitude Test, published by "ACT) with a minimum score of **126** as stated in the test publisher's guidelines. SABA will verify the authenticity of the diploma prior to enrolment. 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 courses completed. If transcript is not available, the student will be required to meet the ability to benefit (ATB) requirements or take and pass GED test prior to enrollment.

B) Students lacking the High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the Board of Barbering & Cosmetology and pass an Ability to Benefit exam prior to admission. Students admitted under this criteria, will be required to pass one of the Ability-to-Benefit tests approved by the US Department of Education administered by an independent proctor. Students subject to these criteria are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently, our school is using the Wonderlic Ability-to-Benefit**.** This test is approved by the Secretary of Education, Washington, DC. The minimum passing score for is 200 for Verbal and 210 for Math. These tests will be administered by an independent proctor. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available after one week waiting period and the independent proctor will explain and provide you with the re-testing procedures.

*If you enroll SABA by passing an ATB test you may be eligible to receive Federal Student Aid only if you 1) passed the ATB test before July 1, 2012, 2) were attending a FSA eligible institution and 3) were eligible to receive Federal Student Aid at an eligible institution before July 1, 2012.

C 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.

All courses are taught in English except for the evening Cosmetology course, which is taught in Spanish. The academy's instructors are bilingual in English and Spanish. They can help students whose primary language is Spanish. The academy provides Catalog, School Performance Fact Sheet and Enrollment Agreement in Spanish also.

Santa Ana Beauty Academy does not recruit students already attending or admitted to another school offering a similar program of study.

SANTA ANA BEAUTY ACADEMY: Faculty is present daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all cosmetology, manicuring, and skin care professions.

GED CERTIFICATION:

For information on obtaining a General Education Diploma (GED) please refer to Adult School location in your area.
Santa Ana College-School of Continuing Education
Centennial Education Center
2900 W. Edinger Ave, Santa Ana, CA 92704. Phone: 714.241.5700

CREDIT EVALUATION: Appropriate credit may be granted for prior training of hours at the discretion of the Academy and verification by Academy officials of its validity of any transcripts submitted under the Cosmetology Act and the Board of Barbering/Cosmetology Rules and Regulations. Students transferring from another school of Cosmetology in California must furnish a valid Proof of Training document from a licensed California Cosmetology school. The Academy may not elect to accept all or any of the previous hours of training and operations. All out of state applicants must furnish the FORM C of credit hours from the California Board of Barbering/Cosmetology and it must be notarized from the previous school you attended. The transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contract hours at the institution.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Santa Ana Beauty Academy is at the complete discretion of an institution to which student may seek to transfer. Acceptance of the diploma, or certificate you earn any program at SABA 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 course work 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 Santa Ana Beauty Academy to determine if your credit will transfer. **The academy has not entered into an articulation or transfer agreement with any other college or university.**

NON-DISCRIMINATION: **SANTA ANA BEAUTY ACADEMY** does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, and ethnic origin, area of origin or residence in its admissions, instruction, or graduation policies.

ENGLISH AS A SECOND LANGUAGE: This institution does not offer English as a Second Language ("ESL") course. All prospective students that are accepted for enrollment must be proficient in the English language except for those who enroll in evening Cosmetology course, which is taught in Spanish.

FRESHMEN CLASS ENROLLMENT: The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice**. SEE CURRICULUMS STARTING ON PAGE 32.** The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass licensing examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows: **Cosmetology 200 hrs. Barber: 150 hrs. Skin Care: 80 hrs. Manicuring: 50 hrs. SANTA ANA BEAUTY ACADEMY,** considers the freshman classes to be the foundation for your future.

TEXTBOOKS, EQUIPMENT & SUPPLIES: Textbooks will be issued at the beginning of the freshman class. All needed supplies and equipment will be maintained in the freshman classroom. At the beginning of second week of the freshman training, each student will be issued a complete kit of equipment with carrying case. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The Academy is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

CLASS SCHEDULES: 2010-2011: Classes: All classes for Cosmetology, Barber, Skin Care, Manicuring, start weekly: Every **Tuesday.**

CALENDAR/HOLIDAYS: The Academy is closed on Sundays & Mondays and the following holidays: Dr. Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after, the Monday of Christmas week through Monday after New Year's. A 'special' holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

ORIENTATION CLASS: Orientation classes for students are held each Saturday morning, 8:30 a.m. until 10:30 a.m. prior to any new class starting. All new students, transfers and re-enrollment students are required to attend prior to admission.

DISCLOSURE OF EDUCATION RECORDS: Adult students, parents of minor 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. The school will maintain files for six (6) years. Students are not entitled to inspect the financial records 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 so authorized by law.

RECORDS RETENTION:

The student's records are retained by this institution for a period of not less than six (6) 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.

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

OWNERSHIP: Santa Ana Beauty Academy Inc. owns and operates Santa Ana Beauty Academy.

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

STUDENT 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 and end of their class day and lunch period. You will be given up to seven **(7)** minutes to clock in and receive credit for the quarter (1/4) hour. This seven minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a student attends a 6 hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom. At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly time card. The time card must be signed by the student and the instructor daily. **Instructors may not sign a student in or out and if a student does not clock in our out at lunch, 30 minutes for lunch will be deducted.**

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. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and must remain in the school at all times. Time cards must be retained/stored in their entirety for 6 years by the school. 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 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. Note the following time frame the Program gives for each operation: **Shampoo/set = 1 1/2 hours, Scalp Treatment = 1/2 to 1 hour, Permanent**

Wave = 2 to 2 1/2 hours, Facial = 1 1/2 to 2 hours, Manicure = 1/2 hour, Hair cut = 1/2 to 1 hour. Using the above, the Board would understandably not consider a student capable of performing more than 3 permanent

waves per day.

PLACEMENT: Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of 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 salons 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. **Ms. Tammy Nguyen** assists students in placements as often as needed; however, the school does not guarantee placement to any student.

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 instructors 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 student and remedial assignments are made when required. Particular attention is given to preparation for the Board of Barbering & Cosmetology Examination.

HOUSING:

Academy does not offer housing service for students.

VOTER REGISTRATION:

You may register to vote by completing the online voter registration form at 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.

COMPLAINT 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/Director:
PHUONG-DUNG (TAMMY) NGUYEN, 2231 N. TUSTIN AVENUE SANTA ANA, CA 92705.
All grievances regardless of the nature will be turned over to the Owner and reviewed**.**
4. The Director 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**:**

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)
2535 Capital 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 E-mail: bppe@ca.gov

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

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 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.

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:

BOARD OF BARBERING & COMETOLOGY (BBC)
PO BOX 944226 SACRAMENTO, CA 94244 PHONE (916) 574-7570
OR BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)
Capital 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 E-mail: bppe@ca.gov

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

(2) The right to request the amendment of the student's education records that the student believes 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.

(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:

ORANGE COUNTY DRUG REHAB CENTER
536 HAMILTON STREET
COSTA MESA, CA 92627
877-338-6962

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.

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 01/01/2011 to 12/31/2011

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

Crimes Reported	2011	Location: C=Campus N=Non-campus P=Public	* Hate Crime?
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		

Number of arrest made for the following crimes	2011	Referred for campus disciplinary action? (Yes) (No)
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" or non-emergency incident reporting call (714) 834-4211 for Santa Anan Police Department.
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 Fountain Valley 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 staring at 5 PM.

When the school closes for the night, the school's official or supervisor will inspect to see that it is empty and then set the alarms on and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate academy official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

4. Current policies concerning campus law enforcement are as follows:
   a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
   b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, 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 Academy 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 Academy 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 Academy 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.

a. 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 Coastline Beauty College "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.

8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
10. Information concerning drug and alcohol abuse education programs is posted at the campus and is

    distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*
11. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest.
    Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

The institution does not maintain any special relationship with State and local police and do not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

This Institution encourage students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies

This institution encourage students to immediately report an incident where an emergency evacuation be needed. All students should familiarize with the evacuation procedures posted in several RGM Key places around the campus.

This institution does not provide on-campus housing.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incidents. 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)

Name of Person to report	Tammy Nguyen
Title	President
School Name	Santa Ana Beauty Academy
Street address	2231 N Tustin Ave
City, State Zip	Santa Ana, CA 92705
Phone No.	714-547-5177

The following website provides sex offenders information in our area http://www.city-data.com/so/so-santaana-California.html

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

This institution expects all of its students to maintain Satisfactory Academic Progress (SAP) as established by this institution. Any prospective student should read and consider the SAP policy before enrollment. The academy's SAP policy is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time).
The student must:

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week (2/3 x 30 = 20).

Regardless of the average level of attendance, students who have more than two consecutive weeks of absences (14 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days up to 180 days are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the "School Rules" section of this catalog on pages **21-22.**

3. Complete the course within one and one-half times (150%) the length of the course as defined in the catalog. For example, a student who enrolls in a 400 hour/ 20 week long Manicuring program must complete within 30 weeks. For the purpose of determining the maximum time frame, transfer hours from another institution that are accepted toward the student's educational program are counted both as attempted and completed hours.
4. Students must meet minimum academic and attendance requirements for each evaluation period of the course to be considered as making satisfactory academic progress until the next scheduled evaluation.

EVALUATION PERIODS: Students' compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times (all hours are **actual hours completed**):

* **Cosmetology:** When a student completes 450, 900, 1250 and 1600 hours
* **Barber:** When a student completes 450, 900, 1200 and 1500 hours
* **Manicuring:** When a student completes 200 and 400 hours
* **Skin Care/Esthetician:** When a student completes 300 and 600 hours
* **Barber Crossover:** When a student completes 200 and 400 hours.

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students upon completion of each increment of the course hours as explained above for student's review. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a minimum of **"C" (70%)** cumulative grade average or practical evaluation to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

ACADEMIC GRADING
POINT GRADES FOR PRACTICAL WORK

100% - 90%	**A.....Excellent**	**(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**

ATTENDANCE STATUS: Full time: Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Half time enrollment requires a minimum of 12 hours per week. Part-time enrollment is defined as more than 12 but less than 24 hours per week. Less than 12 hours per week is less than half time.

ACADEMIC PROBATION: Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. Students who fail to meet SAP standards during a given evaluation period will be placed on satisfactory academic progress probation for one additional evaluation period, if the student appeals the negative progress determination, or if the academy determines that SAP can be met by the end of the subsequent evaluation period or the academy develops an academic plan for the student, if followed, will ensure that the student is able to meet the academy's SAP requirement by a specific point within the maximum timeframe established for the individual student.

Students on SAP probation will be notified by the academy that they are no longer eligible to receive additional Title IV financial aid during the probation period. For the students under SAP probation, aid eligibility will be reinstated only after the student has re-established SAP in accordance with the attendance and grading standards indicated in STANDARDS 1, 2, 3 & 4 of SAP standards as described on page 16 of this catalog. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation and will be considered making SAP and eligible to receive further financial aid.

Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic progress, and may be terminated at the discretion of the institution. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply.

APPEAL PROCEDURES: Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should be received within ten (10) days of academy's determination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration such as but not limited to, an injury or illness of the student, death in the family. The student can attach documentation regarding why the student failed to make SAP and what has changed in the student's situation that will allow the achievement of SAP at the next evaluation period, such as but not limited to doctor's note, death certificate etc. The administrator shall evaluate the appeal within a reasonable time frame (5-10 days) and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (5-10 days). The decision of the committee shall be final. All the results of the appeal procedures will be documented in the student's file. All the copies of student's request and academy's decisions will be kept in the student's file.

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.

COURSE INCOMPLETENESS:

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction. Thus course incompletes, repetition and non-credit remedial courses have no effect upon the academy's SAP standards.

RE-ENTRY POLICY: All students who withdraw may re-enter into the program without the loss of credit hours provided it is within six (6) years from the date of their withdrawal. All records of the student are stored for six (6) years only and it is the responsibility of the student to maintain all documents received from the institution beyond the six year period. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the academy before the student is accepted for re-enrollment. If accepted by the academy the student will re-enter in the same progress status as she/he left.

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 officer 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 taken in the leave of absence. Students who fail to return from a LOA will be considered withdrawn as of the last class day of attendance prior to the start of the leave and the official determination date will be the expected return date of the leave of absence. The refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 45 days of the official determination date.

ATTENANCE POLICY, TARDY AND MAKE-UP POLICIES:

Attendance must be maintained at an average of 67 percent of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement. An absence may be excused by calling-in the same day prior to the beginning of class. Students are required to make-up for the lessons, and exams missed due to absenteeism. If the student is absent during two (2) consecutive weeks, the school will withdraw him/her. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand.

SCHOOL RULES AND REGULATIONS

1. School hours are Evening Classes are conducted as follows: Tuesday – Friday 5:00 p.m.-9:00 p.m. and Saturday 8:30 a.m.-5:00 p.m. Day Classes are conducted as follows: Tuesday-Saturdays 8:30 a.m.-5:00p.m.

2. Time cards must be clearly legible. Students must punch only their own timecards.

3. In case of illness or emergency on any day, the student must call in to the school staff and report his/her absence before 8:45 a.m. that morning. Evening students must call prior to 1:00 p.m. the day of each absence.

4. Students are required to be in class for roll call promptly at 8:30 a.m. in clean, prescribed uniform. **Males & Female** students must wear a White/Black Smock, Black or White pants neat and clean. . No shorts are permitted. Shoes must be closed toe and closed heel shoes tennis type shoes are permitted. A work type shoe is recommended due to the long periods of standing required in our occupation

5. Students appearing in school with their hair not set and neat will clock out. Beauty needs are to be done on the student's own time.

6. A student who is tardy Days (8:38 a.m.) & (5:08 p.m.), cannot clock in until theory class is over and may not attend theory class. Students who are habitually tardy (5 times in one month) will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases**.**

7. Students will take lunch between 11:30 a.m. and 1:30 p.m. and must be cleared by receptionist at the desk. Students should report to an instructor if they have not had lunch by 1:30 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility, and must be staggered.

8. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Students who fail to do so will only receive credit for hours indicated by the time clock. Students are also being required to punch in and out for all breaks on the back of their time cards.

9. No student is allowed to clock out during Academy hours without permission from the supervisor. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day his/her time card must be left at the receptionist desk.

10. No gum chewing is allowed in the Academy at any time. Smoking is allowed in assigned areas only OUTSIDE of the building.

11. No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.

12. Academy business phones may not be used for personal calls. A pay phone is provided for (student) emergency use only. All calls are limited to 3 minutes. You are not permitted to leave a patron just to answer the phone.

13. Rigid adherence to the rules of sanitation and disaffection and personal hygiene is required at all times.

14. Students must their keep work station, in class or on the floor, clean and sanitary at all times.

15. A minimum of 1/2 hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.

16. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.

17. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.

18. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.

19. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.

20. Students are responsible for the return of Academy materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.

21. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.

22. A student must attend Academy on all Fridays and Saturdays. Days before and after holidays are considered Saturdays. The Academy reserves the right to dismiss a student if this rule is violated. A student may be required to produce medical documentation of illness.

23. Students have the privilege at all times to consult the management on personal problems. The Academy positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.

24. The Academy 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.

25. 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 audited by the Academy office. Credit will be given for applied effort only; continuously engaged in training and study of the Branch of Cosmetology for which you are enrolled. All work must be checked by an instructor or credit will not be given. Records must be neat and clear**.**

26. All students will be expected to maintain an average of 70% in theory and in all practical subjects. Probationary status will result in case of failure to do so.

27. Only products furnished by the Academy may be used unless otherwise approved by the supervisor.

28. Students are to park only in the areas designated (by unmarked stalls). During orientation class, you will be shown the parking areas, and where to park when the unmarked stalls are full.

29. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.

30. Students must comply with Academy policy and state rules and regulations.

31. Due to absences, all assignments, tests and homework may be made up. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.

32. Notify office immediately of any address or telephone change.

33. Absence of THREE days or more without notification shall be considered cause for suspension. Any student absent more than 14 days without notifying the ACADEMY 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 a Cosmetologist, Barber, Manicurist, Skin Care, Holistic Health Practitioner and Massage Therapist. **Violation of school rules may result in suspension or termination.**

TUITION AND FEE SCHEDULE

Program	Hours	Hourly Rate	*Registration Fee	*Kit/Books	*STRF Fee	Tuition	Total Charges
*Cosmetology	1600 Hours	$6.12	$75.00	$800.00	$27.50	$9,800.00	$10,702.50
Barber	1500 Hours	$3.75	$75.00	$800.00	$17.50	$5,625.00	$6,517.50
Manicuring	400 Hours	$3.75	$75.00	$400.00	$5.00	$1,500.00	$1,980.00
Skin Care	600 Hours	$3.75	$75.00	$800.00	$10.00	$2,250.00	$3,135.00
Barber Crossover	400 Hours	$3.75	$75.00	$450.00	$5.00	$1,500.00	$2,030.00

***Registration Fee:** Non-Refundable after attendance at the first class session or the seventh day after enrollment whichever is later,
***Kit/Books:** These charges include all applicable sales tax
***STRF Fee:** Student Tuition Recovery Fund Fee is Non-Refundable after 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.
* Only Cosmetology Program is eligible for Federal Student Aid funds.

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

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 three (3) weeks beyond the expected 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: $6.12, Barber or Barber Crossover $3.75, Manicuring: $3.75, Skin Care: $3.75,**

COLLECTION OF TUITION: Students are expected to contribute from their own family resources toward the student's cost of attendance. At the student's option, the academy may accept payment in full for tuition and fees after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement for Manicuring and Barber Crossover courses. For students enrolled in Cosmetology, Barber and Skin Care courses, the academy charges tuition proportionately according to the payment periods, which shall not exceed more than one term or four months of advance payment of tuition at a time. Federal student financial aid is available to those that qualify to cover educational expenses. Financial aid (Pell grant) is a gift aid that does not need to be repaid. It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly or weekly installments in accordance to their means. It is also our policy to discourage students from borrowing loan funds unless is necessary. All estimates of available funds from financial aid will be first used to cover institutional charges; if funds remain available, they will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full before graduation.

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

THE ACADEMY RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES

WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.

RIGHT 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 course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full. **CEC. Section 94828 per BPPVE Reform Act January 1, 1998.**

SCHOLARSHIPS: Our Academy does not award any institutional scholarships incentives.

*****PRE-APPLICATION FOR LICENSING EXAM:** Students will be allowed to pre-apply for the licensing exam provided they have paid their account in full at the appropriate pre-application clock hours and provided they have maintained a 90% attendance ratio throughout their program of study and have not received any suspensions. Out of state and transfer students will not be allowed to pre-apply.

WITHDRAWAL POLICY AND PROCEDURE

Santa Ana Beauty Academy's withdrawal policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

STUDENT'S RIGHT TO CANCEL: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid except a non-refundable registration fee 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 Registrar Office. A withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered in person.

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

The date you notify the Registrar office 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 withdraw-Ing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA. If a student on an approved LOA notifies the academy that he or she will not be returning, the date of withdrawal determination the earlier of the scheduled date of return from LOA or the date the student notifies the academy that the student will not return.

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

A registration fee of $ 75.00 and STRF fee is 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. See Refunds section

below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

Rejected Enrollment: All funds paid except a non-refundable registration fee will be returned if the student is rejected for enrollment

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

School Closure: If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a pro-rata refund of all money paid; or 2. Provide for the prompt completion of the course at schools in the neighborhood with no additional charge. 3. BBC will notify students individually of the availability of these arrangements or teach-out plans and advertise them as such. 4. Submit the list of all students who were enrolled at the time of closure including the amount of each pro-rata refund to NACCAS and dispose school records in accordance with state laws.

WITHDRAWAL CALCULATIONS

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

RETURN OF TITLE IV FUNDS: This formula determines the percentage of time (scheduled hours) that the student completed of the payment period or enrollment 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 or enrollment period. The result of this calculation is defined as earned funds. If the student received more than the earned amount, the overpayment is called unearned funds and must be returned to the programs in the following order: 1. Pell Grant, 2. Other Recourse and 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.

NOTE: 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 or enrollment period, and then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it

wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion.

Once this calculation is finalized, the institution will then perform a **second and different calculation** using the net

funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation

THE INSTITUTIONAL REFUND POLICY

This is a calculation mandated by the state agency, the accrediting agency or the institution itself. The formula takes into consideration the percentage of the course completed and it applies that percentage or the corresponding brackets to the institutional charges to determine how much 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 Tile 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.

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
$10,025.00	$75.00	$575.00	$25.00	$9,350.00

Tuition Cost	Hours in Course	Hourly charge	Tuition Paid	Hours attended	Tuition owed	Refund due
$9,350.00	1600 Hours	$ 5.84/ Hour	$9,350.00	600 Hours	$3,504.00	$5,846.00

FEDERAL STUDENT AID (FSA)

Based on a combination of approvals, authorization, and accreditation, our students at Santa Ana Beauty College (SABA) are eligible to apply for and receive Federal PELL Grant (FPELL) while attending the college. FPELL is a gift from Federal Government for the students who qualify. Students do **not** need to pay back the FPELL.

FINANCIAL AID MECHANISM;

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. **Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms.** Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school. If you obtain a loan to pay for an educational program, you will be responsible to repay the full amount of the loan plus interest, less amount of any refund, and that, if the student has received federal student aid funds, the student is entitled to a refund of the money not paid from federal student aid program funds.

*Santa Ana Beauty Academy currently is not offering Federal Student Loan at this time.

GENERAL FINANACIAL AID INFORMATION

If you wish to apply for FSA or you have questions, or you need sections of the Catalog clarified, contact the Financial Aid Office (FAO) at the school. Additional information regarding the Federal Student Aid programs may be found in "Funding Education Beyond High School" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center at 1 (800) 433-3243, TTY 1 (800) 730-8913, or logging on to the Internet at http://studentaid.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.

USDE TITLE IV STUDENT AID PROGRM:

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

GRANT (FREE) AID (This aid does not have to be repaid)

Federal PELL Grant Program (FPELL) $5,550 maximum annual limit (Does not require repayment)
For more specific information on each program please refer to the student guides available at
Student Guide web site http://studentaid.ed.gov/students/publications/student_guide/index.html

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Complete a FAFSA (Free Application for Federal Student Aid)or apply on line
- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program on at lest a half time basis;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;
- Be registered for selective service (if a male aged 18 through 25);
- Have a high school diploma (or foreign equivalent); have a GED; have completed home schooling at the secondary level; have passed a Department approved ability-to-benefit test.

APPLICTION FOR AID, PROCEDURES AND FORMS

Financial aid application for SABA is Free Application for Federal Student Aid (FAFSA). This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the FAO. Forms and assistance in completing them are available at SABA during school hours. In addition to the FAFSA, SABA requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

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

Deadline: FASFA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by August 29, of the award year from which aid is requested from, or your last day of enrollment in 2010 - 2011, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

For more information of the FAFSA application available at www.fafsa.ed.gov

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

Disbursement: They are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account.

DETERMINING NEED

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

DE utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report (SAR) with the calculation of the Expected Family Contribution (EFC).

COST OF ATTENDANCE

The total amount it will cost a student to go to school. This institution uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION (CSAC).**

Elements included in the budget:	Tuition	Actual cost
	Registration Fee	Actual cost
	Books and supplies	Actual cost
Living cost allowance (monthly figures):	Student living with parents	Student Living off campus
Room and board	$4,347	$10,063
Transportation	$1,071	$ 1,206
Personal/misc.	$3,114	$2,853

VERIFICATION OF INFORMATION

SABA is required by USDE to verify certain applications that are selected by Central Processing System (CPS). In rare instances, SABA's FAO may elect to verify the application to resolve any questions he/she may have regarding what has been reported on the FAFSA or other documents provided in the student's file.

Verification requirements are applicable only to FSA recipients.

SABA has chosen to verify 100% of its **selected** applications.

SABA will request the student's/parents' federal income tax return of applicant who is selected for verification by USDE. The applicant must submit a copy of signed tax return(s) if filed in order to complete the verification requirement.

The CPS matches the application data to several databases, including the National Student Loan Data System (NSLDS), to flag certain items. Items, which are questioned, must be resolved before disbursing funds to the student.

When the USDE processes an application, it uses the applicant's social security number, name and date of berth to perform several edits with federal databases. Certain data match edit can result in comment code, or "C" code, that are indicated on the Institutional Student Information Record (ISIR) and must be researched and cleared prior to federal aid processing. If a "C" code is present on the ISIR, FAO will request documentation from the student to determine eligibility.
SABA's FAO is required to resolve any conflicting information for an applicant. Conflicting information is not exempt from verification requirements.
SABA will not disburse FSA funds until the student has completed required verification. No interim disbursement will be made. The student will be advised completion of the verification process.

VERIFICATION EXCLUSIONS: Applicants excluded from verification include:
•Death- Applicant dies during the award year or before the deadline for completing the verification.
•Incarceration- Applicant is incarcerated at the time the verification is to be performed.
•Certain immigration status- Applicant arrived in the U.S. during calendar years 2009 and 2010.
•Certain spouse/parent status: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.

A Completed verification- If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school letter stating that the verification process was completed
b. Copy of the application data that was verified, and
c. If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.
d. A completed Financial Aid transcript.

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

REQUIRED VERIFICATION ITEMS: Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.
Data items include:
•Total number of persons in the household.
•The number of members of household enrolled at least half-time students in postsecondary educational institutions.
•Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2011).
•U.S. income tax paid for the base year (2011).

a. Certain untaxed income and benefits for the base year if certain conditions would apply include:
e. Social Security benefits.
f. Child support.
g. Untaxed payments to IRA or Keogh
h. Foreign income
i. Earned income credit
j. Interest on tax free bonds

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

DOCUMENTATION REQUIRED: Student, spouse and/or parents (as applicable) signed income tax forms (IRS 1040, 1040A, or 1040EZ 1040Telefile and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet 2012-2013. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms.

TIME PERIOD FOR PROVIDING DOCUMENTATION:
Applicants must provide the required documentation within 60 days from the last day of attendance or August 31, 2013, whichever is earlier.

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

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

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

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S): If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

a. The student may continue training on a cash payment basis.
b. 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.
c. The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

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

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

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

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

DEFINITIONS RELATED TO FINANCIAL AID:

ACADEMIC YEAR: A period of not less than 26 weeks of instructional time with a minimum of 900 clock hours for a full time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours/ hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.
CLOCK HOUR: A period of 50 to 60 minutes of supervised instruction during a 60 minute time period.
COST OF ATTENDANCE: Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.
CREDIT BALANCE: A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

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

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

EXPECTED FAMILY CONTRIBUTION (EFC): Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

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

a. U.S. Citizen
b. U.S. National
c. Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:
d. Refugee
e. Asylum Granted
f. Parole for a minimum of one year that has not expired
g. T-Visa holder (T-1, T-2, T-3etc)
h. Cuban-Haitian entrant
i. Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking

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

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- G series visa (pertaining to international organizations)

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

1. Were you born before January 1, 1988?
2. As of today, are you married? (Separated but not divorced)
3. As of July 1, 2012 will you be graduate or professional student?
4. Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
5. Are you a veteran of the U.S. Armed Forces?
6. Do have children who will receive more than half of their support from you between July 1, 2012 and June 30, 2032?
7. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2013
8. At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
9. As determined by a court in your state are you or were you an emancipated minor?
10. As determined by a court in your state of legal residence, are you or were you in legal guardianship?
11. At any time on or after July 1, 2011, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. At any time on or after July 1, 2011, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
13. At any time on or after July 1, 2011, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

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

PAYMENT PERIOD: 450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

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

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

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

FINANCIAL AID-CONSUMER INFORMATION:

In an effort to assist the student in making a more educated decision about enrolling, the SABA provides the following disclosure on either in paper, catalog and web site.

- Institutional Performance Fact Sheet
- Gainful Employment
- Crime statistics report and procedures
- Drug and alcohol abuse policy
- FERPA
- Textbook disclosure
- GED Class availability
- Voting Information
- Copyright Infringement Policy

GAINFUL EMPLOYMENT

The Gainful Employment available on the SABA web site www.santaanabeautyacademy.com

NET PRICE CALCULATER:

The Net Price Calculator available on the SABA web site www.santaanabeautyacademy.com

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

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 programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident 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 costs.
4. There was a material failure to comply with the Act or 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.

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

ACADEMIC COURSES

At the beginning of the first day of a course, each instructor should provide a course outline to every new student.

INSTRUCTORS: As in all phases of any profession each individual has within his/her training and acquired skills. Every attempt is made by the academy to best utilize the special skills of each instructor to provide the best education available. All of the instructors at SABA are licensed by BBC and have more than 3 years of experience required by BPPE.

TEXT AND REFERENCE BOOKS

Every student should have a required textbook. It is included in the supply which can be purchased at the academy. Students have an option to purchase the textbook on their own. I addition to a required textbook, the academy maintains a library of text and reference books for faculty and students' use. The academy library has following BBC approved text and reference books.

Milady's Standard Cosmetology 2012, Salon Fundamentals Cosmetology 2011, Cosmetology Fundamentals, A Designer's Approach to Career Success 2009, Milady's Standard Professional Barbering 2011, Milady's Standard Textbook of Professional Barber-Styling 1999, Milady's Standard Professional Barbering 2006, Milady's Standard Esthetics Fundamentals 2009, Salon Fundamentals, A Resource for Your Skin Care Career 2007, Modern Esthetics, A Scientific Source for Estheticians 1992, Milady's Standard Nail Technology 2011, Milady's Standard Nail Technology 2007, Salon Fundamentals, A Resource for Your Nail Career 2007, Cosmetology Performance Criteria, Barbering and Cosmetology Act and Regulations, Understanding Toxic Substances

CURRICULUM FOR COSMETOLOGY COURSE (1,600 HOURS) CLOCK HOURS:

THIS COURSE IS OFFERED IN ENGLISH AND SPANISH

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. Such technical instruction and practical operations shall include:

PRACTICAL OPERATIONS

DESINFECTION AND SANITATION	35
FINGERWAVING STYLING & BLOW DRYING, SHAMPOO	120
THERMAL HAIR STYLING (HOT COMBS & IRONS) & UP DOS	120
PERMAMENT WAVING & CHEMICAL STRAIGHTENING	120
HAIRCUTTING	130
BLEACHING	075
HAIR COLORING	100
SCALP & HAIR TREATMENTS	050
ESTHETICS: FACIALS - MANUAL	015
FACIALS - CHEMICAL	015
FACIALS - ELECTRICAL	015
EYEBROW BEAUTIFICATION & MAKE-UP	030
MANICURING/PEDICURING: WATER & OIL MANICURING	025
PEDICURING	025
ACRYLIC NAILS - LIQUID & POWDER	080
ARTIFICIAL NAIL TIPS	040
NAIL WRAPS & REPAIRS	040
TOTAL PRACTICAL OPERATIONS	**1035**

THEORY SUBJECT

HAIRSTYLING: ANALYSIS & SHAMPOOING	025
FINGERWAVING, PIN CURL, COMB-OUTS	020
CURLING W/HOT COMBS & IRONS, BLOWDRYING	025
PERMANENT WAVING & CHEM. STRAIGHTENING	040
HAIRCOLORING & BLEACHING	060

HAIRCUTTING	045	
HEALTH & SAFETY: BBC LAWS & REGS.	025	
COSMETOLOGY CHEMISTRY, ELECTRICITY	040	
BACTERIOLOGY, COM. DISEASES, HIV/AIDS & HEPATITIS B	040	
MATERIAL DATA SHEETS, ANATOMY & PHYSIOLOGY	080	
DISINFECTION/SANITATION & SAFETY	050	
ESTHETICS: FACIALS - MANUAL: CLEANSING, PACKS, MASKS	008	
FACIALS - CHEMICAL: PEELS, PACKS, MASKS & SCRUBS	008	
FACIALS - ELECTRICAL: ELEC. MODALITITES, DERMA	009	
EYEBROW BEAUTIFICATION & MAKE-UP	025	
MANICURING/PEDICURING: WATER, OIL MANICURES (CAD)	015	
ARTIFICIAL NAILS & WRAPS: LIQUID & POWDER	010	
BRUSH-ONS, ARTIFICAL NAIL TIPS, WRAPS & REPAIRS	015	
SALON MANAGEMENT, BUSINESS ETHICS	025	
TOTAL THEORY HOURS	**565**	**TOTAL HOURS 1600**

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER: Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field

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 the 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'S TO BE DEVELOPED: Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

LEARNING STRATEGY: Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures and demonstrations, prepare written procedures on practical operations and perform practical operations on another person and/or a mannequin.
Resources: Textbooks, notes from class lectures, supplemental materials handed out in classes, school library and demonstrations

EVALUATION: 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. Instructors provide interactive lectures utilizing discussion, project assignment, problem solving and question and answer sessions in theory class for each subject. Each student is then tested on the theory subject at the end of the chapter. Instructors provide demonstrations of practical procedures using an individualized instruction whenever necessary. Then instructors observe students applying the practical operations and grade the operations accordingly.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations with a Grade Point Average (GPA) of "C" (70%) or better and a simulated (mock) Program and his/her tuition account is paid in full, students are assisted in completing the necessary documents to file for the

appropriate Board of Barbering & Cosmetology Licensing Examination. Upon passing the licensing exam and providing proof of he/she is awarded a diploma certifying his/her graduation.

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

COSMETOLOGY'S KIT LIST

1	Set of Hair Clipper & Trimmer
1	blow Dryer 1800W
1	18" Doll Head
1	Doll Head Clamp
1	Roller Rack
1	Shampoo Cape
1	12 Jumbo Sandy Rods
1	12 Jumbo Orchid Rods
1	12 Long Purple Rods
2	Pkgs(12)Long White Rods
2	Pkgs (12)Long Gray Rods
2	Pkgs(12)Long Pink Rods
2	Pkgs(12)Long Blue Rods
1	5 1/2" Zurelli Shear
1	Thinning Shear
1	Hair Shaper
1	Vent Brush
1	(10)Roll-up Set combs
1	Tint Brush
1	Round Neck Brush(scalp massage)
5	Budget Styling Combos
5	Budget Rat Tail Combos
1	Box Double Prong Clips
12	Butterfly Clamps
12	Metal Clamps
1	Box Large End Papers
1	Medium Round Brush
1	Tint & toner Bottle
1	Bleach Bottle
1	Tint Bowl
1	Spray Bottle
2	Shaving Creams
2	Plastic Box

Manicuring

1	Cuticle Nippers
1	Toe Nail Clipper
1	Acrylic Nipper
1	Metal Pusher
1	Manicure Bowl
1	White Files
1	Small Nail Clipper
1	Manicure Brush
5	Emery Boards
10	Orangewood Sticks
2	Class Dampen Dish
1	2oz. Acrylic
1	2oz. Liquid(order less)
1	Nail Brush
20	Nail Forms
5	Silk Wraps
5	Practice Fingers
1	Red Nil Polish
2	Bottles(Soap, Quats)
2	5 Sec Nail Glue
4	Bottles(Polish Remover, Cuticle Remover, Cuticle Oil, Hand Lotion)
1	Personal box

Facial

1	Makeup Kit
1	Cotton Container
1	Cleansing Cream
1	Massage Cream
1	Facial Scrub
1	Toner
4	Make-up Sponge(pre-cut)
5	Mascara Wands
1	Pencil Sharpener

BOOKS

1	Practical State Board Examination Procedure
1	Text Book: Milady's Standard Cosmetology
1	Workbook of Milady
1	Barbering and Cosmetology Act and the Rules and Regulations

CURRICULUM FOR SKIN CARE COURSE (600 HOURS)

The curriculum for students enrolled in a Skin Care course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Skin Care, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration,

lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

TECHNICAL INSTRUCTION	
BBC RULES AND REGULATIONS	10
ESTHETICIAN CHEMISTRY	15
HEALTH/SAFETY/HAZ./HIV & AIDS	50
ELECTRICITY	10
DISINFECTION & SANITATION	10
BACT./ANATOMY/PHYSIOLOGY	20
FACIALS/MANUAL	20
FACIALS/ELECTRICAL	20
FACIALS/CHEMICAL	30
EYEBROW ARCHING-TWEEZE/WAX	25
HAIR REMOVAL WAX & DEPILATORIES	20
MAKE-UP	20
SALON MANAGEMENT & SPA SKILLS	15
TOTAL THEORY HOURS	**265**

PRACTICAL OPERATIONS	
DISINFECTION & SANITATION	20
FACIALS - MANUAL	50
FACIALS - CHEMICAL	60
FACIAL - ELECTRICAL	50
EYEBROW ARCHING -TWEEZERS & WAX	40
HAIR REMOVAL WAX & DEPILATORIES	50
MAKE-UP	40
CLIENT PREPARATION & RECORD PREP.	25
TOTAL PRACTICAL OPERATIONS	**335 TOTAL HOURS 600**

SKIN CARE PERFORMANCE OBJECTIVE: Acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics.

SKILLS TO BE DEVELOPED: Use of proper implements relative to cosmetician, develop the knowledge to recognize the various skin conditions and disorders develop the knowledge relating to products used by Esthetician and determined for individual customer use, develop the knowledge of safety precautions associated with Esthetic practices.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED: Be able to appreciate good workmanship common to Skin Care, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

LEARNING STRATEGY: Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures and demonstrations, prepare written procedures on practical operations and perform practical operations on another person and/or a mannequin.
Resources: Textbooks, notes from class lectures, supplemental materials handed out in classes, school library and demonstrations

EVALUATION: 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. Instructors provide interactive lectures utilizing discussion, project assignment, problem solving and question and answer sessions in theory class for each subject. Each student is then tested on the theory subject at the end of the chapter. Instructors provide demonstrations of practical procedures using an individualized instruction whenever

necessary. Then instructors observe students applying the practical operations and grade the operations accordingly.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations with a Grade Point Average (GPA) of "C" (70%) or better and a simulated (mock) Program and his/her tuition account is paid in full, students are assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology Licensing Examination. Upon passing the licensing exam and providing proof of he/she is awarded a diploma certifying his/her graduation.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Skin Care 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%.

SKIN CARE KIT LIST

Dr D.. Schwab Tea Prep Lotion(8.oz)
Dr D.. Schwab Azulene Dye Makeup remover(4oz)
Dr D.. Schwab Cleansing Milk(17.5oz)
Dr D.. Schwab Soft Foam Deep Cleanse(4.oz)
Dr D.. Schwab Tonic(17.5oz)
Dr D.. Schwab Moisturizer(8.4oz)
Hydrophylic Oil Massage Lotion
Aromatic Oil Chamomile(1/2fl oz)
Aromatic Oil Orange(1/2fl. Oz)
Dr D.. Schwab bamboo Cream Peel Prof(8.oz)
Dr D.. Schwab A Controlling Mask Prof.(8.oz)
Sea enzyme Seaweed Mask Prof.(8.4oz)
Hard Thermal Mask(Powder)(17.5.oz)
Sea Enzyme Mist Spray(8.fl.oz)
Soft facial brush
Single Customer Record Card
6 S Spatula
2 Mask Brush
Fan Brush
Rubber Mixing Bowl Large
Rubber Mixing Bowl Medium
Rubber Mixing Bowl Small
10 Face Gauzes
Dr. D.Schwab Papaya Controlling Lotion(2.oz)
Dr. D.Schwab Papaya Enzyme Peel(.6 gram)
Dr. D.Schwab Anti-Ozone Mask(.6gram)
1 CD Product Knowledge
1 Carrying Case

Head Band
Pencil Sharper
Makeup Kit
4 Makeup sponge(Precut0
Cotton Container
Tweezers
Small Scissors
Comedone Extractor
5 Mascara Wands
Box Strip Lashes
Box Individual Lashes
Strip Lash Glue
2 Plastic Box
Manicure brush
3 Bottles(Application)

BOOKS

1 Practical State Board Examination Procedure
1 Text book: Milady's Standard Esthetics Fundamentals
1 Milady's Standard Work Book of Esthetician
1 Barbering and Cosmetology Act and the Rules and Regulations

BARBER COURSE OF STUDY (1,500 CLOCK HOURS)

The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. The

course of instruction in the practical phases of barbering required for a student enrolled in a 1,500-hour course shall cover not less than 1,300 hours including training in basic haircutting and in hairstyling of all textures of hair at the discretion of the school owner or instructor. The practical training shall include performance of the following minimum **PRACTICAL OPERATIONS:**

HAIRSTYLING/HAIRCUTTING	750
SHAVING	40
PERMANENT WAVING	20
HAIRPROCESSING/RELAXING	05
HAIRCOLORING	05
SHAMPOOING	25
REST FACIALS	20
ROLLING CREME	20
HAIRWAVING/CURLING	20
SCALP MANIPULATIONS	20
CURLING IRON	20
DISINFECTION/SANITATION	05
ADDITIONAL OPERATIONS AS NEEDED	200
TOTAL PRACTICAL OPERATIONS	**1150**

THEORY SUBJECT

BARBERING ACT/RULES BBC	30
ANATOMY	15
HEALTH /SAFETY/HAZ.SUB./HIV/AIDS	25
FUNDAMENTALS	10
DISINFECTION/SANITATION	05
CHEMISTRY	10
HAIRCUTTING	65
COLOR.	30
HAIRPIECES	10
HAIRPROCESSING	25
AILMENTS/COSMETICS	20
FACIAL/SHAVES/SCALPIAL	25
STYLING	10
FACIALS-REST	10
ELECTRICITY/LIGHT THERAPY	05
MISC. THEORY SUBJECT MATTER	40
BUSINESS INDUSTRY RELATIONS	15
TOTAL THEORY HOURS	**350 TOTAL HOURS 1500**

PERFORMANCE OBJECTIVES

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

SKILLS TO BE DEVELOPED

1. Learn the proper use of implements relative to all barbering services.
2. Acquire the knowledge of analyzing the scalp, face, and prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all Barbering services.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

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

LEARNING STRATEGY: Students will read assigned chapters of textbook and other materials in school library,

attend scheduled theory classes, lectures and demonstrations, prepare written procedures on practical operations and perform practical operations on another person and/or a mannequin.
Resources: Textbooks, notes from class lectures, supplemental materials handed out in classes, school library and demonstrations

EVALUATION: 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. Instructors provide interactive lectures utilizing discussion, project assignment, problem solving and question and answer sessions in theory class for each subject. Each student is then tested on the theory subject at the end of the chapter. Instructors provide demonstrations of practical procedures using an individualized instruction whenever necessary. Then instructors observe students applying the practical operations and grade the operations accordingly.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations with a Grade Point Average (GPA) of "C" (70%) or better and a simulated (mock) Program and his/her tuition account is paid in full, students are assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology Licensing Examination. Upon passing the licensing exam and providing proof of he/she is awarded a diploma certifying his/her graduation

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

BARBER KIT LIST

1	Set of Hair Clipper/Trimmer
1	Blow Dryer 1800W
1	18” Doll Head
1	Shampoo Cape
1	Cloth Cape
1	Jumbo Sandy Rods
1	Jumbo Orchid Rods
2	Long White Rods
2	Long Grey Rods
2	Long Pink Rods
2	Long Blue Rods
1	51/2” Zurelli Shear
1	Thinning Shear
1	Hair Shaper(Razor)
1	Styling Vent Brush
1	Roll-up set combs (10)
1	Set Clipper Attachment
1	Round Neck Brush (Scalp Massage)
1	Tint Brush
5	Budget Styling Combs
5	Budget Rat Tail Combs
1	Flat Top Comb
1	Neck Duster
12	Metal Clamps
13	3” Butterfly Clamps
1	Box Large End Papers
1	Medium Round Brush
1	6oz. Tint & Toner Bottle
1	8oz. Bleach Bottle
1	Tint Bowl
1	8oz. Spray Bottle
1	Disinfectant Jar
2	Shaving Cream

Facial

1	Cotton Container
1	Cleansing Cream
1	Massage Cream
1	Facial Scrub
1	Toner

BOOKS

1	Practical State Board Examination Procedure
1	Text Book: Milady’s Standard Professional Barbering
1	Work Book of Milady
1	Barbering and Cosmetology Act and the Rules and Regulations

BARBER CROSSOVER COURSE FOR COSMETOLOGISTS (400 CLOCK HOURS)

The curriculum for students enrolled in a barber crossover course for cosmetologists shall consist of a minimum of four hundred (400) clock hours of technical instruction and practical operations covering those barber practices that are not a part of the required training or practice of a cosmetologist. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. The training shall include sufficient training in the various aspects of barbering to prepare the student properly for the barber examination and to provide barber services in an establishment. Upon completion of the 400 hour course the school shall provide a completion notice to the student who completes the course and a proof of training document pursuant to Section 909. The 400 clock hour course shall include a minimum of 90 clock hours of technical instruction (lecture, demonstration, classroom participation and/or examination) and the following minimum specified practical operations:

PRACTICAL OPERATIONS	
HAIRCUTTING	177
SHAVING	40
REST FACIALS	20
ROLLING CREME	10
SCALP MANIPULATIONS	20
TOTAL OF PRACTICAL OPERATIONS	**267**

TECHNICAL OPERATIONS	
BBC LAWS, RULES & REGULATIONS	05
HAIRPIECECS	10
INDUSTRY RELATIONS	31
FUNDAMENTALS	10
DISINFECTION & SANITATION	05
HAIRCUTTING	20
FACIALS-REST	10
FACIAL/SHAVE/SCALPIAL	26
ADDITIONAL THEORY—SUBJECT MATTER	16
TOTAL THEORY HOURS	**133 TOTAL HOURS 400**

LEARNING STRATEGY: Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures and demonstrations, prepare written procedures on practical operations and perform practical operations on another person and/or a mannequin.
Resources: Textbooks, notes from class lectures, supplemental materials handed out in classes, school library and demonstrations

EVALUATION: 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. Instructors provide interactive lectures utilizing discussion, project assignment, problem solving and question and answer sessions in theory class for each subject. Each student is then tested on the theory subject at the end of the chapter. Instructors provide demonstrations of practical procedures using an individualized instruction whenever necessary. Then instructors observe students applying the practical operations and grade the operations accordingly.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations with a Grade Point Average (GPA) of "C" (70%) or better and a simulated (mock) Program and his/her tuition account is paid in full, students are assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology Licensing Examination. Upon passing the licensing exam and providing proof of he/she is awarded a diploma certifying his/her graduation.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A

Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the Board of Barbering/Cosmetology Licensing Exam with an overall average of 75%.

CURRICULUM FOR MANICURING COURSE (400 HOURS)

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. 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 another person. Please note 40 hours are devoted to clinical/theory experience which will include all phases of manicuring. Such technical instruction and practical operations shall include:

PRACTICAL OPERATIONS:

Disinfection and Sanitation	10
Water and Oil Manicures	40
Complete Pedicures	20
Acrylic Liquid and Powder Blush – on Nails	80
Nail Tips	60
Nail Wraps and Repairs	40
TOTAL OF PRACTICAL OPERATIONS	**250**

TECHNICAL INSTRUCTION

1.	The Cosmetology Act and the Board's Rules and Regulations.	**10**
2.	Cosmetology Chemistry related to manicuring practices. (Shall include the chemical composition and purpose of nail care preparations.)	**10**
3.	Health and Safety/Hazardous Substances (Shall include training in chemicals and health 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.)	**25**
4.	Disinfection and Sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment.)	**20**
5.	Bacteriology, anatomy, and physiology.	**10**
6.	Water and Oil Manicures, including hand and arm massage.	**15**
7.	Complete Pedicure, including foot and ankle massage.	**10**
8.	Application of Artificial Nails,	
	(A) Acrylic: Liquid and Powder Brush-Ons	**15**
	(B) Nail Tips	**10**
	(C) Nail wraps and repairs	**10**
	TOTAL THEORY HOURS	**135**

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER: Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

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 manicurist.

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 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'S TO BE DEVELOPED: Be able to appreciate good workmanship common to

manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

LEARNING STRATEGY: Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures and demonstrations, prepare written procedures on practical operations and perform practical operations on another person and/or a mannequin.
Resources: Textbooks, notes from class lectures, supplemental materials handed out in classes, school library and demonstrations

EVALUATION: 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. Instructors provide interactive lectures utilizing discussion, project assignment, problem solving and question and answer sessions in theory class for each subject. Each student is then tested on the theory subject at the end of the chapter. Instructors provide demonstrations of practical procedures using an individualized instruction whenever necessary. Then instructors observe students applying the practical operations and grade the operations accordingly.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better, Student's tuition account is be paid in full he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, a manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the course as described above and passed the Manicuring Licensing Exam with an overall average of 75%.

MANICURING KIT LIST

1	Electric file
1	Cuticle Nippers
1	Toe Nail Clipper
1	Acrylic Nipper
1	Manicure Bowl
1	Small Nail Clipper
1	Manicure Brush
5	Emery Board
2	Black file
1	1000 Tips w/Tray(#0-#10)
10	Orangewoods Sticks
2	Class Dampen Dish
1	2oz. Acrylic(order less)
1	2oz. Liquid(order less)
1	Roll Nail Form
1	Primer
1	Nail Brush
5	Silk Wraps
5	Practice Fingers
1	Metal Pusher
1	Red Nail Polish
1	Block Buffer
2	5Sec Nail Glue
1	4 oz. Polish Remover Bottle
1	4 oz. Cuticle Remover Bottle
1	4 oz. Hand Lotion Bottle
1	Personal Box
1	Carry Container

BOOKS

1	Practical State Board Examination
1	Text Book: Milady's Standard Nail Technology
1	Barbering and Cosmetology Act and the Rules and Regulations

SANTA ANA BEAUTY ACADEMY

ORGANIZATIONAL CHART

Owner/Director
PHUONG-DUNG (TAMMY) NGUYEN

Admission/Placement/Academic Director
PHUONG-DUNG (TAMMY) NGUYEN

Financial Aid Director
Cindy Cho

Business Officer
ANTHONY NGUYEN

Instructors: Tammy Nguyen, Liza Peinado

EDUCATIONAL FACULTY QUALIFICATION LIST

PHUONG-DUNG (TAMMY) NGUYEN	INSTRUCTOR
Licensed Cosmetologist	26 years
Massage Therapist	10 years
Bachelor of Arts Degree-Business Administration	1982
Liza Peinado	INSTRUCTOR
Licensed Cosmetologist	19 years
Licensed Barber	2 years
Lorena Vargas	ASSISTANT INSTRUCTOR
Licensed Cosmetologist	2 years
Eileen Mastromatteo	SUBSTITUTE INSTRUCTOR
Licensed Cosmetologist	12 years
Licensed Skin Care	6 years

ADMISSIONS/FINANCIAL AID INFORMATION AND HOURS

ADMISSIONS: Applicants for Admissions may secure information on Tuesday through Friday between 10:00 a.m.- 6:00 p.m.

Person to contact: Tammy Nguyen..... Admissions PH: (714) 547– 5177

FINANCIAL AID INFORMATION: Applicants or students may secure Financial aid information Tuesday through Fridays between 10:00 a.m. - 4:00 p.m.
Person to contact: Cindy Cho …… Financial Aid Director PH: (714) 547– 5177

PLACEMENT ASSISTANCE: Wednesday and Thursdays between: 10:00 a.m. through 12:00 p.m.

Person to contact: Tammy Nguyen…….Placement PH: (714) 547-5177