

1ST ACADEMY OF BEAUTY

SCHOOL OF BARBERING, COSMETOLOGY, SKIN CARE, NAIL & MASSAGE THERAPY.

8819, 8823 GARVEY UNIT A1/2, B1 & B1/2

ROSEMEAD, CA 91770.

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2012-2013

TABLE OF CONTENTS

Approval Disclosure	02
Student Tuition Recovery Fund	03
Director's Letter of Welcome	04
Mission Statement /Educational Objectives	04
Facilities/Equipments	04
Library/Student Services/Placement	05
Career Counseling and Personal Attention	05
Housing/Visa/ Handicapped Students	05
English as a Second Language (ESL)	05
Statement of Non-Discrimination	05
Admission Policy	05
Withdrawing- Policies and procedures	05-06-07
Refund policy	07-08
Credit Evaluation	08
Freshman Class Enrollment	08
Calendar/ Holidays/ Class Schedules/ Orientation	08
Disclosure of Educational Records	08
Progressive Policy	08
Health Considerations	08
Satisfactory Academic Progressive	09
Evaluation Periods/ Academic Probation	09
Appeal Procedures/ Course Incomplete	10
Leave of Absence/Attendance Status	10
Grading System / Student Clock Hour Policy	10
Timecard Credit	11
Notice of Students Rights/ Grievance Procedure	11
Complaint/Grievance	12
School Rules and Regulations	12-13
Tuition & Fees Schedules	13
Extra Charges/ Scholarship	14
Brush-up/ Title IV	14
Method of Payment/ Loans	14
Bankruptcy/Transfer in/Transfer out	14
Re-entry policy	15
Admission / Financial Hours	15
Drug Prevention Program	15
Courses of Study and Curriculum	15-334
Financial Aid	35-39
Faculty & Staff	40

Effective 07/01/ 2012 Expire 06/30/ 2013

APPROVAL DISCLOSURE STATEMENT: 1ST ACADEMY OF BEAUTY was granted institutional approval from the Department of Consumer Affairs: Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400 Sacramento California 95833 pursuant to California Education Code Section 94915. The

Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for the occupational instruction by private postsecondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must re-approve every three years and is subject to continuing review. Approved are the courses: Cosmetology: 1600 Clock Hours, Barbering 1,500 clock hours Manicuring: 400 Clock Hours, Cosmetician 600 Clock Hours, Cosmetology Crossover 400 Clock Hours, Barber Crossover 400 Clock Hours, Massage Therapy I-1000 Clock Hours, II-600 Clock Hours III-300 Clock Hours.

Instruction is in residence with facilities occupancy level accommodating 50 students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

The Following are state agencies, have set minimum standards for our program of studies: **DEPARTMENT OF CONSUMER AFFAIRS (DCA)-BOARD OF BARBERING &COSMETOLOGY & BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Request for further action may be made to the Director-MS.PHIENG.YANG. All information in the contents of this school catalog is current and correct and is so certified as true by: **MS.PHIENG YANG. Director**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be direct to: **THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION,**

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site: www.bppe.ca.gov E-mail: bppe@dca.ca.gov

Phone Number: (916) 431-6959; Fax Number: (916)263-1897.

STUDENT TUITION RECOVERY FUND (STRF)

(California Education Code § 94924; Title 5, California Code of Regulations § 76200)

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

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

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

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

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

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act."NOTE: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

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.

I HAVE RECEIVED A COPY OF THE ABOVE S.T.R.F. POLICY

Student's signature: _____ **Date:** _____

FROM THE PRESIDENT WELCOME...!

DEAR STUDENT,

Welcome to 1ST ACADEMY OF BEAUTY 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 1ST ACADEMY OF BEAUTY, we offer you the basic training to pass the Bureau 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 1ST ACADEMY OF BEAUTY; 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,

MS. PHIENG YANG School President

MISSION STATEMENT & EDUCATIONAL OBJECTIVES

MISSION STATEMENT: 1ST ACADEMY OF BEAUTY, 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.

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(including trimming beard, razor cutting, Hair Colorist, Manicurist, Make-up Artist, Facialist, Massage Therapist 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.

Students will be introduced and provided structured instruction in a state-of-the-art learning environment. Under these conditions, students acquire hands-on experience and acquire the knowledge and techniques needed to successfully complete their program of study. Students are encouraged to utilize the resource library, which can supplement their learning experience. Our school simulates salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. Each student uses a locker to keep his/her uniform and private articles. Our students learn to practice managing the reception desk, logging patrons in, answering the telephone and operating the cash register and assist in operating our supply system. Our objective is to help the student become 'salon-ready' for an entry level position of employment in a salon.

Institution' faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all cosmetology, manicuring, and skin care professions.

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

FACILITIES: 1ST ACADEMY OF BEAUTY is a spacious (4,500 sq. ft.) Fully air-conditioned, two story modern facility 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 facility 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.

EQUIPMENT, TEXTBOOKS & SUPPLIES: The facilities include a freshman room for lectures and practical training, and an audio/visual center which can accommodate video tapes, DVD, CD and white board demonstrations. School has extensive salon and spa amenities for students enrolled in each program. School is well lit and furnished in a highly attractive manner. A detailed list of text book and kit contents will be provided to the student. Textbooks will be issued at the beginning of the freshman class. All needed supplies and equipment will be maintained in the freshman classroom for each program. 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 college is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

LIBRARY: A resource library containing many audio and visual aids, books, periodicals, magazines on styling, skin care, nail care, motivation, health and wellness for student's reference. Students may check-out reference materials by submitting a request to the Director of Education or a representative from the office. The Institute also provides computer terminals and printer access for students to use as required by the curriculum. Computer access can be reserved through the office of the Director of Education.

STUDENT SERVICES: All graduates are eligible for Job Placement Assistance School and staff member are available to assist students with employment opportunities found in the Jobs Book at the campus. 1ST ACADEMY OF BEAUTY does not guarantee employment.

PLACEMENT: Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, students 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. Mr. Nhat Phan 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 Bureau of Barbering & Cosmetology Examination.

HOUSING: School does **NOT** have dormitory facilities for student. Assistance in locating housing is **NOT** available.

VISA: Institution does not provide Visa services.

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. **Since all** of our instructors are bilingual either in English, Spanish, Vietnamese or Chinese some translation of the terms may occur but **ALL** instructions will be conducted in English at a pace of English as a second language if need be.

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

STATEMENT OF NON-DISCRIMINATION: 1ST ACADEMY OF BEAUTY does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, ethnic origin, area of origin or residence in its admissions, instruction, or graduation policies.

ADMISSION POLICY: 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, California State Proficiency Test or its equivalent, and pass an admissions test (SLE -Scholastic Level Exam, published by **Wonderlic Personnel Test, Inc**) with a minimum score of 18 as stated in the test publisher's guidelines. For students currently enrolled in high school, they will be accepted for admission provided they are 16 years of age, completed and passed the 10th grade, take the school admission test with a passing score as stated above and must be 17 years of age when taking the licensure exam.

B) Students lacking the High School Diploma or its equivalent, must be at least 17 years old (Compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the Bureau 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 this criterion are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently, our school is using the **Wonderlic Ability -To -Benefit test**. The minimum passing score is 200 for Verbal and 210 for Math. This test is approved by the Secretary of Education, Washington, DC. This test will be administered by an independent agency. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit 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 a (1) week waiting period and the independent test agency will explain and provide you with the re-testing procedures.

C) According to the California Massage Therapy Council (CAMTC) requirement, students must be 18 years old to enroll for massage Therapy course.

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

CANCELATION, WITHDRAWAL AND REFUND POLICIES:

STUDENT’S RIGHT TO CANCEL: A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through the fifth business day after attendance at the first class session, or the seventh day after enrollment, whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid 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.

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

- A. Students who terminate prior to course completion will be charged a \$125.00 administrative fee.
- B. **If the school is permanently closed and no longer has offering instruction** after a student enrolled, the student shall be entitled to a full refund of tuition unless you are enrolled in the field of Cosmetology. If you are, then the following policy will be applied: Cosmetology student’s hours are transferable from one Cosmetology school to another. The Pro-Rata refund policy will be applied if you have earned any clock hours beyond the Cancellation period of 5 business days. An exception to this policy is as follows: A student whom elects not to accept the verification of training hours or does not elect to pursue a program of cosmetology at another institution shall be entitled to a full refund of tuition.
- C. If a course is canceled subsequent to enrollment, the school shall at its option:
 - 1. Provide a full refund of all monies paid; or
 - 2. Provide completion of the course.

A registration fee of \$ 125.00 **is a non-refundable item.** Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. 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.

Hypothetical Refund Example in accordance to the state pro-rata policy: Assume that a student, upon enrollment in a 1,600-hour course, pays \$5,125.00 for tuition, \$75.00 for registration, and \$300.00, documented cost to school, for equipment as specified in the enrollment agreement and withdraws after completing 600 hours without returning (due to sanitary reasons) the equipment he/she obtained. The pro-rata refund to the student would be \$3,203.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in good condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned and paid by the student.

Hourly Cost of Tuition	Hours of Tuition Paid	Hours paid for but not received	Calculation of earned tuition	Refund calculation of tuition	Final refund calculation
\$5,125.00	\$5,125.00	1,600	600	1,000	Adm. Fee 75.00
1,600	\$3.203	(600)	X \$3.203	X 3.203	Equipment 300.00
=	=	=	=	=	Tuition 1,922.00
\$3.203	1,600	1,000	\$1,922.00	\$3,203.00	Total refund \$3,203.00

"Contract Price" reflects the amount of tuition, fees and other costs for which the student has contracted to pay EXCEPT the value of equipment, books, and supplies. "Amount Paid for Instruction" reflects the total amount paid to the school for tuition, fees and all other charges for which the student has paid EXCEPT the value of equipment, books, and supplies.

*****NOTE:** This institution calculates refunds according to State and Federal requirements. The calculation that results most favorable to the student is the one selected on the final calculation.

Withdrawing from school – Policies and procedures:

Institutions required taking attendance: Last physical date of attendance recorded in the institutional records.

Institutions NOT required taking attendance: The date when the institution recorded the last student’s participation into any academically related activity or the recorded midpoint of the payment period or course of study as it is used by the

institution in calculation of its Return of Title IV Procedures

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

Determination of withdrawal date:

Institutions may, in accordance to its State or Accrediting Agencies, retain (administratively) the student in an active status for a period of time of three weeks for California schools, or 21 days for non-California schools. However, per Federal Regulations the school must have a procedure in place to make a determination within 14 days of absence, if the student would be returning to school or not. This will be the date of the institutional determination of withdraw from school.

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

Determination of withdrawal from school:

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

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

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

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

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

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

Withdrawal Calculations:

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

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

Return of Title IV Funds:

This formula determines the percentage of time that the student completed of the payment period or enrollment period in 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 Unsubsidized Loans from FFELP or Direct Loan
- 2 Subsidized Loans from FFELP or Direct Loan
- 3 Perkins Loans
- 4 PLUS (Graduate Students) FFELP or Direct Loan
- 5 PLUS (Parent) FFELP or Direct Loan
- 6 Pell Grant
- 7 Academic Competitiveness Grant (ACG)
- 8 National SMART Grant
- 9 Federal SEOG

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

If the calculation shows that the student owes funds to the grant 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, 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 Title IV aid program. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the Determination of withdrawal from school date.

CREDIT EVALUATION: Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Cosmetology Act and the Bureau of Barbering/Cosmetology Rules and Regulations. A student transferring from one course of study to another, or a holder of a special license (e.g., manicurist or esthetician) who enrolls in a general course of study (e.g., cosmetologist), shall receive credit for total clock hours completed and credit for and a balance of the minimum hours of technical instruction and the minimum practical operations required in each applicable subject.

FRESHMAN 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 16** 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, Barbering 190 hours, Cosmetician 80 hrs, and Manicuring 50 hrs. 1ST ACADEMY OF BEAUTY considers the freshman classes to be the foundation for your future.

CALENDAR/HOLIDAYS: The College is closed on Sunday & 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.

CLASS SCHEDULES: 2011-2012: Classes: Day classes for Cosmetology, Barbering, Cosmetology crossover, Barber crossover, Cosmetician, Manicuring, and Massage Therapy courses start weekly: Every Tuesday.

ORIENTATION CLASS: Orientation classes for students are held each Tuesday 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. Under prior law and regulations, non degree granting schools were required to maintain records for five years. Transcripts kept permanently. 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 bylaw.

Note: All tuition, fees and charge must be paid in full prior to the release of final documents, including diploma and transcripts.

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 AND PHYSICAL CONSIDERATIONS: Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical

limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands.

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

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required 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 ($2/3 \times 30 = 20$).
- Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (21 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 21 or more days up to 60 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 10-11.
3. Complete the course within one and one-half (1-1/2) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.
 4. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course to be considered as meeting satisfactory progress at the end of an evaluation period. A student will be considered to be making satisfactory progress until the next evaluation.

EVALUATION PERIODS: Students compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times: **For Cosmetology & Barbering Students only.**

- * **The point at which 25% of the course is scheduled to be completed;**
- * **The point at which 50% of the course is scheduled to be completed;**
- * **The point at which 75% of the course is scheduled to be completed;**
- * **The point at which 90% of the course is scheduled to be completed;**

The point of actual completion, or at which each additional 400 clock hours are scheduled to be completed, beyond graduation date.

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

Evaluation periods for the Cosmetology crossover, barber crossover, Cosmetician, All Massage Therapy and Manicuring Courses the evaluations will be performed as follows: The point at which 45% of the course is scheduled to be completed; the point at which 90% of the course is scheduled to be completed;

Example: For the 1000 clock hour Massage Therapy course, a student will be evaluated at the increments at which the student is scheduled to reach 450, and 900 clock hours. For the 600 clock hour Cosmetician & Massage Therapy course, a student will be evaluated at the increments at which the student is scheduled to reach 270, and 540 clock hours. For the 500 clock hour Massage Therapy course, a student will be evaluated at the increments at which the student is scheduled to reach 225, and 450 clock hours. For the 300 clock hour Massage a student will be evaluated at the increments at which the student is scheduled to reach 135, and 270 clock hours

Example: For the 400 clock hour Manicurist course a student will be evaluated at the increments at which the student is scheduled to reach 180 and 360 clock hours.

Special Note: The percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement. Example: A student enrolled at 100 hours per month would be scheduled to complete a 600 hour course in 6 months, a 400 hour course in 4 months and a 1600 hours course in 16 months, allowing no absences. For example a student enrolled in a 40 week, 1600 clock hour program would be evaluated for SAP after the 10th week, the 20th week; the 30th week and the 36th week. These dates would correspond to the point at which the student was scheduled to have completed 400, 800, 1200, and 1440 clock hours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 400 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

ACADEMIC PROBATION: Students who fail to meet SAP standards during a given evaluation period will be placed on academic/or attendance probation for one additional evaluation period. Students remain eligible to receive aid during the probation period and will be considered as making SAP progress during the probationary period. Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic/and or Attendance Progress, and may be terminated at the discretion of the institution. In the event such students are allowed to continue with instruction, aid eligibility will be reinstated only after the student has reestablished SAP in accordance with the attendance and grading standards indicated in STANDARDS 1, 2, 3 & 4 of this policy. In the event a student is terminated due to not making Satisfactory Academic Progress, all

policies regarding the institution's refund policy will apply. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation.

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

COURSE INCOMPLETENE: Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction.

LEAVE OF ABSENCE: Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program up to 60 days. LOA must be requested in writing by the student and must be approved by the school Director. A LOA request form must be filled out and the date of leave and return must be stated on the form prior to the Director approving the LOA. Do not request a Leave of Absence unless you absolutely need one. Under no circumstances can the school grant more than a single (1) LOA within a 12 month period. Students on LOA's will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her maximum time frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 30 days.

ATTENDANCE STATUS: Full time any student scheduled to attend 24 hours or more per week are considered to be full-time students. Halftime 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 halftime.

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the Cosmetology students at 25%, 50%, 75% and 90% of the course hours scheduled to complete. All other courses consisting of 600 hours or less students are issued evaluation forms at 45% and 90% of the course hours scheduled to complete. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

ACADEMIC GRADING

100% - 95% A...Superior Performance
94% - 85% L...Above Average
84% - 75% C.....Average
74% - 65% D.....Unsatisfactory
64% - 00 % F....Fail

POINT GRADES FOR PRACTICAL WORK

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

STUDENT CLOCK HOUR POLICY: The Bureau 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's daily. Instructors may not sign a student in or out and if a student does not clock in or 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 5 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 asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.

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

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portions of the time card concerning operations are 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 this guideline, the Barber/Cosmo Bureau would understandably not consider a student capable of performing more than three permanent waves per day.

NOTICE OF STUDENT RIGHTS

1. You may cancel your contract for school, without any penalty or obligation on the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to you at the first class you go to.

Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy. A different cancellation policy applies for home study or correspondence courses.

2. After the end of the cancellation period, you also have the right to stop school at anytime, 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. If you are experiencing problems with the school or its employees or have any complaints are encouraged to bring the problem to attention of your instructor. If issues are unresolved you may request for further action should be brought to the attention of the School Director. Students who complain verbally and are not satisfied with the resolution may submit their complaint in writing.

GRIEVANCE PROCEDURE

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

- a. Fill out the grievance form and list all grievances.
- b. Deliver all forms to the Instructor in charge.
- c. If you are unable to deliver the form to the Instructor you may deliver it to the Director: **MS.PHIENG YANG, PO BOX 621, ROSEMEAD, CA 91770**. All grievances regardless of the nature will be turned over to the Owner and reviewed...
- d. 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, you may request to talk to School Director or calling her with an emergency contact at: 626-757-0157.
- e. Any grievances that you cannot work out with the institution you may contact:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site: www.bppe.ca.gov E-mail: bppe@dca.ca.gov
Phone Number: (916) 431-6959: Fax Number : (916)263-1897.

COMPLAINT/GRIEVANCE: If you are experiencing problems with the school or its employees or have any complaints are encouraged to bring the problem to attention of your instructor. If issues are unresolved you may request for further action should be brought to the attention of the School Director. If a student or any member of the public does not feel that the school has adequately addressed a complaint or concern, a student or member of the public may file a complaint about this institution with the **Bureau for Private Postsecondary Education** by calling toll free number: 1 (800) 370-7589) or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

SCHOOL RULES AND REGULATIONS

1. School hours are Tuesday-Saturdays 8:30 a.m.-9:00 p.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 supervisor to report his/her absence before 8:45 a.m. that morning.
4. Students are required to be in class for roll call promptly at 8:30 am. in clean, prescribed uniform. **Males & Female** students must wear a White Smock, neat and clean. Jeans are permitted provided they are free of holes and not the skin tight or baggy type. No shorts are permitted. Shoes must be closed toe and closed heel shoes (no canvass material type). 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.), 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 am. 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 failing to do so will only receive credit for hours indicated by the time clock. Students are also be 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 college 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 college 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. College 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 college 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. Students must attend college on all Fridays and Saturdays. Days before and after holidays are considered Saturdays. The college reserves the right to discontinue 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 college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
24. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol.
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 college 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 college 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 college 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 twenty one days without notifying the DIRECTOR 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, or Cosmetician. Violation of school rules may result in suspension or termination.

TUITION AND FEE SCHEDULE

Effective 07/01/2012

*Registration Fee: Non-Refundable after the fifth day following the first day of class.

COURSE	TUITION	REG *	KITS**	STRF****	TOTALS	WKS
COSMETOLOGY	\$5,000.00	125.00	500.00	\$10.00	\$5,635.00	40-64
BARBERING	\$ 4,750.00	125.00	400.00	\$10.00	\$5,285.00	38-62
COSMETICIAN	\$1,100.00	125.00	400.00	\$5.00	\$1,530.00	15-24
MANICURING	\$400.00	125.00	175.00	\$2.5	\$702.50	10-15
COSMETOLOGY CROSSOVER	\$1,000.00	125.00	400.00	\$2.5	\$1,527.50	10-15
BARBER CROSSOVER	\$1,000.00	125.00	400.00	\$2.5	\$1,527.50	10-15
MASSAGE THERAPY (1000)	\$3,400.00	125.00	150.00	\$10.00	\$3,685.00	25-33
MASSAGE THERAPY (600)	\$2,000.00	125.00	150.00	\$5.00	\$2,280.00	15-24
MASSAGE THERAPY (300)	\$1,020.00	125.00	150.00	\$2.5	\$1,297.50	08-12

** Non-refundable. These charges include all applicable sales tax

***Student Tuition Recovery Fund Fee: Non-Refundable after the fifth day following the first day of class. This fee is paid by the school on behalf of the student.

NOTE: Once used, kits are not returnable or refundable due to sanitary considerations. Above kits prices include 9.25% sales tax. Length of time in course depends on number of hours student contracts for on a monthly basis as specified in the Enrollment Agreement.

EXTRA INSTRUCTION CHARGES: Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required or the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Cosmetology: \$2.50, Barbering: 2.50, Manicuring: \$1.00, Esthetic: \$2.50, Cosmetology Crossover: \$2.50, Barbering Crossover: \$2.50, Massage Therapy: \$2.50

SCHOLARSHIPS: 1ST ACADEMY OF BEAUTY does **NOT** award any institutional scholarships incentives. THE INSTITUTION RESERVES THE RIGHT TO CHANGE THE TUITION AND THE FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.

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 \$125.00. Students must furnish their own equipment

TITLE IV: 1ST ACADEMY OF BEAUTY does not participate in federal and state financial aid program.

METHOD OF PAYMENT: The Financial Advisor will develop a personalized payment program for each individual. All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available.

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

BANKRUPTCY: 1ST ACADEMY OF BEAUTY has no pending petition in bankruptcy; we are not operating as a debtor in possession, has not filed a petition with the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code (11 U.S.C.Sec.1101 et seq.). CEC 94909

TRANSFER IN: Applicant with non-1ST ACADEMY OF BEAUTY previous hours wishing to enroll in 1ST ACADEMY OF BEAUTY must submit Proof of Training from the previous California School. If the applicant is transferring from another state, they must contact the state board and complete the paper work for approval of out- of- State or out- of -country hours and the operation is required. The School Administrative will make a final decision based on above information.

TRANSFER OUT: A student wishing to transfer out of school must first submit a written request to School Registrar and next hold an Exit Interview with School Director. Should the student still wish to withdraw, School Administrator will process the withdrawal per procedure including completion of the refund calculation. Once all balances due to the school are paid in full, the School Registrar will release the Proof of Training and record of withdrawal to the student. **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at 1ST ACADEMY OF BEAUTY is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Barbering, Cosmetology, Esthetics, Manicuring, or Massage Therapy is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution are not accept at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the 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 1ST ACADEMY OF BEAUTY to determine if your diploma will transfer. CEC 94909 .A student wishing to transfer out of 1ST ACADEMY OF BEAUTY must first submit a written request to the School Register and next hold an Exit Interview with the School Director. Should the student still wish to withdraw, the School Officer will process the withdrawal per procedure including completion of the refund calculation .Once all balance due to the school are paid in full , the School Register will release the Proof of Training and the Record of Withdraw to the student.

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.

RE-ENTRY POLICY: All students who withdraw may re-enter into the program without the loss of credit Program hours and provided it is within 5 years from the date of their withdrawal which is an institutional policy. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment.

ADMISSIONS/FINANCIAL INFORMATION AND HOURS

ADMISSIONS: Applicants for Admissions may secure information on Tuesday through Saturday between 8:30 am - 5:00 p.m.

Person to contact: Mss. Shirley Tran..... Admissions PH: (626) 288-0000

FINANCIAL: Applicants or students may secure financial information Tuesday through Saturday between 8:30 am. - 5:00 p.m.

Person to contact: Mss. Shirley Tran... Financial Advisor PH: (626) 288-0000.

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

Person to contact: Mr. Nhut Phan... Placement PH: (626)288-0000.

DRUG ABUSE PREVENTION PROGRAM: The College makes the following information available to its students, staff and instructors.

Any individual associated with 1ST ACADEMY OF BEAUTY, who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

**CHARTER HOSPITAL
6060 PARAMOUNT BLVD.
LONG BEACH, CA. 90805
(310) 220-1000**

COURSES OF STUDY - CURRICULUM

COSMETOLOGY COURSE (CIP #12.0403, D.O.T. # 332.271-010)

Course consist of 1,600 clock hours Students in this program are required to complete 290 hours of classroom instruction and 1,310 hours of practical training. Full Time course to be completed in 40 to 56 weeks.

Cash payments are due on or before the student's first day of attendance at the school, unless there is an acceptable funding plan including but not limited to Title IV Financial Aid. Exceptions to these payment options must be approved by the School's President or Chief Operating Officer. The Equipment Fee includes all tools, textbooks and uniforms. Fee does not include applicable California sales taxes. Registration fee secures.

Tuition \$5,000
Equipment \$500
Registration Fee \$125
Non-Refundable Student Tuition Recovery Fund \$10
Total \$5,635

COURSE DESCRIPTION: This course covers all aspects of cosmetology, skin care, manicuring and pedicuring. Successful completion of this State Program Examination and licensure, will allow the cosmetologist to perform all skills as Hair Stylist, Chemical Applications, Manicuring and Pedicuring Services.

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations, means the actual performance by the student of complete services on another person or a mannequin. Instructional Techniques and Methods:

COURSE FORMAT Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better.

The student will learn the technical techniques and methods of performing haircuts and styling, hair coloring, chemical applications, razor cutting, Shaving technique ,hair processing, blow waving and sales techniques safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other

person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

EDUCATIONAL GOALS: The Cosmetology course is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetology. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator.

CURRICULUM: MINIMUM SPECIFIED PRACTICAL OPERATIONS:

10	Disinfection	200	Wet Hair Styling
40	Thermal Hair Styling	80	Permanent Waving
25	Chemical Straightening	80	Haircutting
15	Hair Bleaching	35	Hair Coloring
20	Scalp and Hair Treatments	10	Manual Facials
15	Electrical Facials	15	Chemicals (Skin peels, masks & scrubs)
10	Make up applications	20	Eyebrow Arching and Hair Removal
15	Water and Oil Manicures	10	Complete Pedicure
50	Liquid and Powder Brush-on	50	Artificial Nail Tips
20	Nail Wraps and Repairs	20	Press & curl

SUBJECT OF TECHNICAL INSTRUCTION	Min. Hours of Technical Instruction
1.The Cosmetology Act and the Bureau's Rules & Regulations	20
2. Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	20
3.Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics and communicable diseases, including HIV/AIDS and Hepatitis B.)	20
4.Theory of Electricity in Cosmetology (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment)	05
5. 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
6. Bacteriology, anatomy, and physiology.	20
7. Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, comb-outs.)	15
8. Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling.) (A) Thermal Styling (B) Press and Curl	25
9. Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	20
10. Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	20
11. Haircutting (Shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.)	20

12. Hair coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.) (A) Hair coloring (B) Bleaching	40
13. Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	05
14. Facials (A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.)	05
(B) Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes.) however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.)	10
(C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layer of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.)	10
15. Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.)	10
16. Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)	15
17. Manicuring and Pedicuring A) Water and Oil Manicure, including nail analysis, and hand and arm massage. B) Complete Pedicure, including nail analysis, and foot and ankle massage. C) Artificial Nails :	05
1. Liquid and Powder Brush-on	10
2. Artificial Nail Tips	10
3. Nail Wraps and Repairs	05

The minimum combined total clock hours of 1600, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.

Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.

Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

GRADUATION REQUIREMENTS: When the student has completed the specified minimum required hours and operations upon the completion of the Sixteen hundred (1600) hour course. Where warranted, not more than 50 hours may be utilized to correct individual student deficiencies. When the student has completed all required theory hours, practical operations and a cumulative total of clock hours required for the course which encompass both theory and practical training, with a GPA (Grade Point Average) of (70%) "C" or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Program examination.

LICENSING REQUIREMENTS: 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 has passed the State Program Exam with an overall average of 75%.

BARBERING COURSE (CIP #12.0402, D.O.T# 330.371-101)

Course consist of 1,500 clock hours Students in this program are required to complete 265 hours of classroom instruction and 1,235 hours of practical training. Full Time course to be completed in 38 to 51 weeks.

Cash payments are due on or before the student's first day of attendance at the school, unless there is an acceptable funding plan including but not limited to Title IV Financial Aid. Exceptions to these payment options must be approved by the School's President or Chief Operating Officer. The Equipment Fee includes all tools, textbooks and uniforms. Fee does not include applicable California sales taxes. Registration fee secures.

Tuition \$4,750
 Equipment \$400
 Registration Fee \$125
 Non-Refundable STRF \$10
Total \$5,285

DESCRIPTION OF COURSE: This course covers all aspects of the code, including razor cutting, hair processing, shaving and blow waving and sales techniques. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the Barber to perform all skills as a Hair Stylist, Chemical Applications, sales technique services...

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations, means the actual performance by the student of complete services on another person or a mannequin. Instructional Techniques and Methods:

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better.

COURSE FORMAT: The student will learn the technical techniques and methods of performing haircuts and styling, hair coloring, chemical applications, razor cutting, Shaving technique ,hair processing, blow waving and sales techniques safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

EDUCATIONAL GOALS: The Barbering course is designed to prepare students for the state licensing examination and for profitable employment as a Barber. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator

CURRICULUM: MINIMUM SPECIFIED PRACTICAL OPERATIONS:

Haircuts and Hairstyles	750	Scalp Manipulations	20
Shaves	40	Hair Waving and Curling	20
Rest Facials	20	Hair Coloring and Tinting	05
Shampoos & application of hair tonics	25	Hair Processing and Relaxing	05

SUBJECT OF TECHNICAL INSTRUCTION	Min. Hours of Technical Instruction
1. Haircutting (includes trimming the beard, razor cutting) & hairstyling (includes singeing, arranging, dressing, curling, waving of hair)	80
2. Shaves	20
3. Rest Facial	20

4. Shampoos & application of hair tonics	5
5. Scalp Manipulation & facial massage (includes treatments with oils, cream, or lotions by hand or mechanical appliances)	5
6. Hair Waving & Curling	10
7. Hair coloring & tinting (includes applications of chemicals to the hairs)	10
8. Hair processing & relaxing (includes application of permanent waving solutions and chemical relaxers to the hair)	10
9. Rolling cream Massage (Includes application of cosmetic preparations antiseptics, powers, oils, clays or lotion to face, scalp or neck)	5
10. Hair pieces (includes measuring, fitting and servicing)	5
11. Hazardous Substances (per BBC Section 7389)	20
12. Sales Techniques	10

The minimum combined total clock hours of 1500, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.

Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

BARBER 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 hair, acquire the knowledge of general theory relative to Barbering including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics.

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all Barbering services, acquire the knowledge of analyzing the hair, skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Barbering services, will learn the man/ women hair cut, shaving, application of hair coloring, hair relaxer and also learn the proper procedure of plain facial.

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

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Cosmetician with a GPA of "C" (70%) or better he or she is awarded 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 Barbering 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%

ESTHETICIAN COURSE (CIP # 12-0414, D.O.T # 332.271-010):

Esthetician Course consists of 600 clock hours Students in this program are required to complete 170 hours of classroom instruction and 430 hours of practical training. Full Time course to be completed in 15 to 22 weeks.

Cash payments are due on or before the student's first day of attendance at the school, unless there is an acceptable funding plan including but not limited to Title IV Financial Aid. Exceptions to these payment options must be approved by the School's President or Chief Operating Officer. The Equipment Fee includes all tools, textbooks and uniforms. Fee does not include applicable California sales taxes. Registration fee secures.

Tuition \$1,100
 Equipment \$300
 Registration Fee \$125
 Non-Refundable STRF \$5
Total \$1,530

DESCRIPTION OF COURSE: This is a specialty course covers all aspects of skin care and make up. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the graduate Esthetician to perform facials (manual & electrical), eyes brow arching ad hair removal(other than by electrolysis), make- up artist, and skin care product representative.

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.

Practical Operations, means the actual performance by the student of complete services on another person or a mannequin. Instructional Techniques and Methods:

COURSE FORMAT: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the procedures and terminology used in performing all Cosmetician services will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facial, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

EDUCATIONAL GOALS: Esthetician course is designed to prepare students for the state licensing examination and for profitable employment as an Esthetician, skin care specialist, product demonstrator, or make- up artist.

CURRICULUM: MINIMUM SPECIFIED PRACTICAL OPERATIONS:

- 10 Disinfection and Sanitation** **40 Facials (Manual)**
- 60 Facials (Electrical)** **40 Chemicals (Chemical skin peels, packs, masks and scrubs)**
- 40 Wax and depilatories** **40 Make-up & Eyelash**
- 10 Hair Removal & Eyebrow Arching, Tweezers**

TECHNICAL SUBJECT	<u>MINIMUM THEORY HOURS</u>
1. The Cosmetology Act and the Bureau's Rules and Regulations.	10
2. Chemistry pertaining to the practices of an Esthetician. (Shall include the chemical of composition and purpose cosmetic and skin care preparation. Shall also include the elementary chemical makeup, chemical skin peels, physical, and chemical changes of matter.)	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.)	20
4. Electricity (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment)	10
5. Disinfection 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)	10
6. Bacteriology, anatomy, physiology, skin analysis and conditions	15
7. Facials: A. Manual (Shall include skin analysis, cleansing, scientific manipulations, packs, and masks.) Electrical (Shall include the use of all electrical modalities including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.) Chemical (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layer of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.)	20 30 20
8. Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.) (A) Tweezers (B) Wax and depilatories	05 20
9. Make-Up (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.)	20
10. Preparation(Shall includes client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.	15

11. Training will also include classes in 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 Esthetic field.

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

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

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Cosmetician with a GPA of "C" (70%) or better he or she is awarded 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 Cosmetician license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

7. Complete Pedicure, including foot and ankle massage.	10
8. Application of Artificial Nails, Acrylic: Liquid and Powder Brush-on	15
A)Nail Tips	10
B)Nail wraps and repairs	05

MANICURING 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 Manicuring

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all Manicuring services, acquire the knowledge of analyzing the hands, feet, skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Manicuring , Pedicuring services, will learn the application of acrylic nails, nail wraps, and nail tips.

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.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better he or she is awarded 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 Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

BARBER CROSS-OVER FOR COSMETOLOGIST COURSE OF STUDY

The Cross-over for cosmetologist course consists of 400 clock hours. Students in this program are required to complete 35 hours of classroom instruction and 365 hours of practical training. Full Time course to be completed in 10 to 15 weeks.

Cash payments are due on or before the student's first day of attendance at the school, unless there is an acceptable funding plan including but not limited to Title IV Financial Aid. Exceptions to these payment options must be approved by the School's President or Chief Operating Officer. The Equipment Fee includes all tools, textbooks and uniforms. Fee does not include applicable California sales taxes. Registration fee secures.

Tuition \$1,000
 Equipment \$400
 Registration Fee \$125
 Non-Refundable STRF \$2.5
Total \$1,527.00

DESCRIPTION OF COURSE: This course covers all aspects of the code, including razor cutting, hair processing, shaving and blow waving and sales techniques. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the Barber to perform all skills as a Hair Stylist, Chemical Applications, sales technique services...

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations, means the actual performance by the student of complete services on another person or a mannequin. Instructional Techniques and Methods:

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better.

COURSE FORMAT: The student will learn the technical techniques and methods of performing haircuts and styling, hair coloring, chemical applications, razor cutting, Shaving technique ,hair processing, blow waving and sales techniques safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

EDUCATIONAL GOALS: The Barbering course is designed to prepare students for the state licensing examination and for profitable employment as a Barber. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator

CURRICULUM: MINIMUM SPECIFIED PRACTICAL OPERATIONS:

Disinfection & sanitation	5	Hair coloring & tinting	3
Haircuts	200	Scalp manipulations	10
Hairstyling	10	Rest facial	10
Hair processing & relaxing	5	Body waves	10
Shampoo	10	Shaves	30
Rolling cream massage	5		
Hairpieces	1		

SUBJECT OF TECHNICAL INSTRUCTION	Min. Hours of Technical
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	Instruction
1. Disinfection & Sanitation	05
2. Bacteriology, Anatomy, Physiology	05
Haircutting (includes trimming the beard, razor cutting)	05
3. Hairstyling (includes singeing, arranging, dressing, curling, waving of hair)	02
4. Shaving	03
5. Facial (Includes application of cosmetic preparations antiseptics, powders, oils, clays or lotion to face, scalp or neck) 2	02
6. Scalp Manipulation	02
7. Hair pieces (includes measuring, fitting and servicing)	01
8. State board Preparatory Exams	10

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

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all Barbering services, acquire the knowledge of analyzing the hair, skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Barbering services, will learn the man/ women haircut, shaving, application of hair coloring, hair relaxer and also learn the proper procedure of plain facial.

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

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Cosmetician with a GPA of "C" (70%) or better he or she is awarded 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 Barbering 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%.

Course consist of 400 clock hours Students in this program are required to complete 127 hours of classroom instruction and 273 hours of practical training. Full Time course to be completed in 10 to 15 weeks.

Cash payments are due on or before the student's first day of attendance at the school, unless there is an acceptable funding plan including but not limited to Title IV Financial Aid. Exceptions to these payment options must be approved by the School's President or Chief Operating Officer. The Equipment Fee includes all tools, textbooks and uniforms. Fee does not include applicable California sales taxes. Registration fee secures.

Tuition \$1,000
 Equipment \$400
 Registration Fee \$125
 Non-Refundable Student Tuition Recovery Fund \$2.5
Total \$1,527.00

COURSE DESCRIPTION: This course covers al aspects of cosmetology, skin care, manicuring and pedicuring. Successful completion of this State Program Examination and licensure, will allow the cosmetologist to perform all skills as Hair Stylist, Chemical Applications, Manicuring and Pedicuring Services.

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations, means the actual performance by the student of complete services on another person or a mannequin. Instructional Techniques and Methods:

COURSE FORMAT Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the technical techniques and methods of performing haircuts and styling, hair coloring, chemical applications, razor cutting, Shaving technique ,hair processing, blow waving and sales techniques safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations). Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

EDUCATIONAL GOALS: The Cosmetology course is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetology. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator.

CURRICULUM: MINIMUM SPECIFIED PRACTICAL OPERATIONS:

Disinfection and sanitation	10	Facial Electrical	5
Wet Hair Styling	35	Facial Chemicals	15
Thermal Hair Styling	15	Eyebrow Arching and Hair Removal	5
Permanent Waving	35	Make up	10
Chemical Straightening	10	Water and oil manicure	15
Hair Cutting	10	Complete pedicure	3
Hair Coloring	15	Acrylic brush-ons	10 nails
Bleaching	5	Artificial nail tips	10 nails
Scalp & hair treatments	5	Nail wraps and repairs	5 nails
Facial manual	5		

SUBJECT OF TECHNICAL INSTRUCTION	Min. Hours of Technical Instruction
1.The Cosmetology Act and the Bureau's Rules & Regulations	10
2. Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	05
3.Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics and communicable diseases, including HIV/AIDS and Hepatitis B.)	20
4.Theory of Electricity in Cosmetology (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment)	05
5. 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.)	10
6. Bacteriology, anatomy, and physiology.	05
7. Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, comb-outs.)	10
8. Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling.) (A) Thermal Styling (B) Press and Curl	05
9. Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	10
10. Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	05
11. Haircutting (Shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.)	02
12. Hair coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.) (A) Hair coloring (B) Bleaching	20
13. Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	02
14. Facials (A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.)	02
(B) Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes.) however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.)	07
(C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layer of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.)	10

Massage Therapy Course 1000 clock hours: Students in this program are required to complete 610 hours of classroom instruction and 390 hours of practical training. Full Time course to be completed in 25 to 37 weeks.

Cash payments are due on or before the student's first day of attendance at the school, unless there is an acceptable funding plan including but not limited to Title IV Financial Aid. Exceptions to these payment options must be approved by the School's President or Chief Operating Officer. The Equipment Fee includes all tools, textbooks and uniforms. Fee does not include applicable California sales taxes. Registration fee secures.

Tuition \$3,400
 Equipment \$150
 Registration Fee \$125
 Non-Refundable STRF \$10
Total \$3,685

DESCRIPTION OF COURSE: This is a specialty course covers all aspects of Massage. Successful completion of this course will allow the Graduate Massage Therapist to perform various massages and various massage procedures.

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.

Practical Operations, means the actual performance by the student of complete services on another person or a mannequin. Instructional Techniques and Methods:

COURSE FORMAT: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the technical techniques and methods of performing massage both basic American and Swedish, knowing safe and proper techniques, also will learn professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

EDUCATIONAL GOALS: The Massage Therapist course of study is designed to prepare students for profitable employment as a massage specialist, product demonstrator or massage technician.

CURRICULUM:

SUBJECT	MINIMUM HOURS OF INSTRUCTION	MINIMUM PRACTICE HOURS
1. Historical overview of massage	01	
2. Disinfection and sanitation (shall include Health & Safety Laws protecting against diseases & injury).	20	
3. Requirements for the practice of Therapeutic Massage (Shall include Laws, Rules, Regulations, and Limitations.)	10	
4. Human Anatomy and Physiology: Cells & Tissues, Term & Meaning, Structure and function of Human Body Systems	160	
5. 40 of these hours in Kinesiology Including Palpation, Range of motion and physics of joint functions Pathology	114	
6. First aid & Cardiopulmonary Resuscitation	04	04
7. Effects, Benefits, Indications and Contraindications of massage	05	
8. Classification of massage movements (shall include six major categories of massage movements & Swedish massage movements. Demonstrate mastery of	70	118

massage movements.)		
9.Application of massage technique	10	30
10.Procedure for complete body massage	40	90
11.Face, Ear and Scalp massage	05	08
12.Shiatsu, Acupressure application type of massage manipulations	41	60
13.Foot Reflexology	15	15
14.Introduction to Athletic/ Sport Massage	20	20
15.Business Practice & Ethics	40	
16.Hydrotherapy	10	
17.Deep tissue Massage techniques for medical Treatment	10	10
18.Aromatherapy: Introduction & Essential Oils Used in Massage Therapy	10	10
19. Stone Therapy: Introduction & Application of Heated Stones to Acupressure/Trigger Point Locations & The Use of the Stones in Applying Effleurage, Friction or compression Technique.	10	10
20.Breathing Exercises	05	05
21.Lymphatic Drainage Massage	05	10
22.Prenatal Massage	05	
Total hours 1000	610	390

MESSAGE THERAPY PERFORMANCE OBJECTIVE: Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of massage , acquire the knowledge of general theory relative to massage including anatomy, physiology, chemistry, and theory and acquire business management techniques .

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all Massage services, acquire the knowledge of massage prior to all services to determine any disorders, will learn the procedures and terminology used in performing all massage services, will learn all the basic massage techniques including Swedish, American and Shiatsu and will learn all the proper procedures of massage.

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.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation.

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

MESSAGE THERAPY COURSE (CIP # 51.3501, D.O.T #332.27102)

Massage Therapy Course 600 clock hours: Students in this program are required to complete 245hours of classroom instruction and 355 hours of practical training. Full Time course to be completed in 15 to 22weeks.

Cash payments are due on or before the student's first day of attendance at the school, unless there is an acceptable funding plan including but not limited to Title IV Financial Aid. Exceptions to these payment options must be approved by the School's President or Chief Operating Officer. The Equipment Fee includes all tools, textbooks and uniforms. Fee does not include applicable California sales taxes. Registration fee secures.

Tuition \$2,000
 Equipment \$150
 Registration Fee \$125
 Non-Refundable STRF \$5
Total \$2,280

DESCRIPTION OF COURSE: This is a specialty course covers all aspects of Massage. Successful completion of this course will allow the Graduate Massage Therapist to perform various massages and various massage procedures.

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.

Practical Operations, means the actual performance by the student of complete services on another person or a mannequin. Instructional Techniques and Methods:

COURSE FORMAT: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the technical techniques and methods of performing massage both basic American and Swedish, knowing safe and proper techniques, also will learn professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

EDUCATIONAL GOALS: The Massage Therapist course of study is designed to prepare students for profitable employment as a massage specialist, product demonstrator or massage technician.

CURRICULUM:

SUBJECT	MINIMUM HOURS OF INSTRUCTION	MINIMUM PRACTICE OPERATION
1.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.)	15	
2. Disaffection 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 Disaffection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	10	15
3. History, anatomy, and physiology.	10	
4. Ethics, Nutrition, Principles & Techniques	15	
5. The Body's Muscles & Nerves	10	
6.Trigger points of Massage	10	
7.Other systems of Massage	05	
8.Basics of the Traditional Massage	10	20
9.Basics of the Traditional Swedish Massage	10	25
10.Contemporary American Techniques	10	25
11.Basic Shiites Routine & 16 movements	20	75
12.Aroma Therapy	05	10

13.Patterns of Ki	15	
14.The Front, Back And Side Channels	20	35
15.Introduction of other systems of Massage and Bodyworks	10	25
16.Sports Massage, Study of pre/post event massage, training massage, injury care, nerve innovations, range of motion, structural kinesiology, muscle testing and PNF stretching	55	100
17.Introduction to Holistic theory	15	
18.Business practices, setting up a massage business	25	10

MESSAGE THERAPY PERFORMANCE OBJECTIVE: Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of massage , acquire the knowledge of general theory relative to massage including anatomy, physiology, chemistry, and theory and acquire business management techniques .

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all Massage services, acquire the knowledge of massage prior to all services to determine any disorders, will learn the procedures and terminology used in performing all massage services, will learn all the basic massage techniques including Swedish, American and Shiatsu and will learn all the proper procedures of massage.

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.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation.

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

MESSAGE THERAPY COURSE (CIP # 51.3501, D.O.T #332.27102)

Massage Therapy Course 300 clock hours: Students in this program are required to complete 245hours of classroom instruction and 355 hours of practical training. Full Time course to be completed in 15 to 22weeks.

Cash payments are due on or before the student's first day of attendance at the school, unless there is an acceptable funding plan including but not limited to Title IV Financial Aid. Exceptions to these payment options must be approved by the School's President or Chief Operating Officer. The Equipment Fee includes all tools, textbooks and uniforms. Fee does not include applicable California sales taxes. Registration fee secures.

Tuition \$1,020
 Equipment \$150
 Registration Fee \$125
 Non-Refundable STRF \$2.5
Total \$1,297.50

DESCRIPTION OF COURSE: This is a specialty course covers all aspects of Massage. Successful completion of this course will allow the Graduate Massage Therapist to perform various massages and various massage procedures.

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.

Practical Operations, means the actual performance by the student of complete services on another person or a mannequin. Instructional Techniques and Methods:

COURSE FORMAT: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the technical techniques and methods of performing massage both basic American and Swedish, knowing safe and proper techniques, also will learn professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

EDUCATIONAL GOALS: The Massage Therapist course of study is designed to prepare students for profitable employment as a massage specialist, product demonstrator or massage technician.

CURRICULUM:

SUBJECT	MINIMUM HOURS OF INSTRUCTION	MINIMUM OF PRACTICAL HOURS
1. Historical overview of Massage	10	
2. Disinfection and Sanitation (Shall include Health & Safety Laws, protecting against diseases & injury).	20	
3. Requirements for the practice of Therapeutic Massage (Shall include Laws, Rules, Regulations, and limitations).	15	
4. Human Anatomy and Physiology: Cell & Tissues	10	
5. Human Anatomy and Physiology: Term & Meaning	10	
6. Human Anatomy and Physiology: Structure and Function of Human Body Systems	35	

7. Effects, Benefits, Indications and Contraindications of massage	10	60
8. Classification of massage movements (Shall include six major categories of massage movements, Swedish massage movements Demonstrate mastery of massage movement.)	10	90
9.Procedure for complete body massage	25	
10.Introduction to other systems of massage	05	

MESSAGE THERAPY PERFORMANCE OBJECTIVE: Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of massage , acquire the knowledge of general theory relative to massage including anatomy, physiology, chemistry, and theory and acquire business management techniques .

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GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation.

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

LICENSING EXAM FOR MESSAGE THERAPY: The mission of the Federation of State Massage Therapy Boards (FSMTB) is to support its Member Boars in their work to ensure that practice of Massage Therapy is provided to the public in a safe and effective manner. In carrying out this mission, the Federation ensures the provision of a valid, reliable licensing examination to determine entry level competence. The examination developed by the FSMTB on behalf of its Member Boars is the massage & Bodywork Licensing Examination (MBLEx). To ensure the examination reflects current practice, a Job Task Analysis Survey was developed with contributions by over 50 content experts under the guidance of 15 testing and psychometric experts. The Job Task Analysis was further validated by input from 7,646 massages, bodywork and somatic professionals representing every state in the USA.The MBLEx is administered through Pearson VUE at high Security test centers across the United States. Please Note: CALIFORNIA CERTIFICATION: CALIFORNIA MESSAGE THERAPY COUNCIL (CAMTC) will handle certification of massage Therapists (and **massage Practitioners-Two levels of training, ect.**) **This will give local jurisdictions the benefit of our professional evaluation of training, education, experience, ect., and will make the tiles of "CMP" and "CMT" consistent throughout the state.**

The CAMTC will also be working with law enforcement to ensure adequate background investigations and arrest monitoring take place. We will not be issuing "licenses" or "permits" per se in the various cities and counties, but certification will constitute a permit to work in California. Those who choose not to apply (or who do not qualify) for our certification are not prohibited from practicing in California, as it is, by law, a voluntary certification. However, most professional massage therapists will want to have and use the CMT title. A city may choose to use CAMTC certification as a prerequisite or replacement for permitting. **THE MBLEx EXAM IS RECONIZED BY CAMTC AND PASSING THE EXAM YOU WILL BE ELEIGIABLE FOR STATE CERTIFICATION**

CONTACT INFORMATION:

CALIFORNIA MESSAGE THERAY COUNCIL (CAMTC) WEBSITE: CAMTC.ORG

FEDERATION OF STATE MESSAGE THERAPY BOARDS WEBSITE: FSMTB.ORG

FINANCIAL AID

FINANCIAL AID-CONSUMER INFORMATION

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending the college. This includes Federal Pell Grant (Does not require repayment (FPELL))

GENERAL FINANCIAL AID INFORMATION

If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at 1st Academy of Beauty may be found in “The Student Guide” and the “Free Application for Federal Student Aid” published by the U. S Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m and 5:00 p. m (EST) Monday through Friday at 1(800) 433-3243. Internet access is also available at <http://www.fafsa.ed.gov>.

COMPLIANCE STATEMENT

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

FINANCIAL AID MECHANISM

Financial Aid is a mechanism that reduces out-of-pocket costs that the students and/or parents must pay to obtain a specific postsecondary education. Presently 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. 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 of education at this school.

STUDENT ELIGIBILITY REQUIREMENTS

To be eligibility for financial aid, a student must:

- *Be admitted as a regular student
- *Be enrolled or accepted for enrollment in an eligible program at least a half time basis;
- *Be a citizen or an eligible non-citizen;
- *Not owe a refund on a FPELL Grant or FSEOG at any school
- *Not be in default on a Perkin Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- *Have financial need;
- *Be making satisfactorily progress (as defined by the school’s policy) in the course of study;
- *Be registered for selective service (if a male born on or after January, 1960);
- * Have signed a statement of educational purpose:
- *Have signed a statement of updated information;
- *Have a High school diploma (or its equivalent) a GED, or have demonstrated the ability-to-benefit;
- *Agree to use any federal student aid received solely for educational purposes.

APPLICATION PROCEDURES AND FORMS

Financial aid applications for this institution consist of the Free Application for Federal Student Aid (FAFSA). This form needs to be completed as instructed on the form.

Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during the school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student’s individual family.

TREATMENT OF TITLE IV IF THE STUDENT WITHDRAWS FROM THE PROGRAM OF STUDY:

As of 10/07/00, Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by student withdrawing from the course of study. Simply stated, if the student withdraws before the sixty percent of the payment period in the course, student would have earned only 50% of the aid received or eligible to have received. To determine the percentage complete, the scheduled hours of class or the actual hours attended (if less than seventy percentage of scheduled hours) will be divided by the total hours in the payment period. Unearned aid will be returned to the program(s) in accordance to the guidance described in the regulations. Withdrawing students will be responsible for institutional charges not covered by the student aid. Delinquent school accounts will be assigned to a collection agency. Collection agency expenses will be added to the balance owed to the school.

DEFINITIONS

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

Academic Year: A period of not less than 30 weeks of institutional time with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 15 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 30 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

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

CREDIT BALANCE: A credit balance occurs when tuition payments have been received by the institution in excess of the amount of charge 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 educational related expenses.

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

DEPENDENT: He / She 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 the 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.

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

FAMILY AID ELIGIBLE CITIZEN/ ELIGIBLE NON-CITIZEN: You must be one of the following to receive federal student aid: U.S. Citizen National, U.S. permanent resident who has an I-551 (Alien Registration receipt card). Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations: Refugee, Asylum Granted. Indefinite Parole and / or Humanitarian Parole Cuban-Haitian entrant.

IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE ELIGIBLE FOR FEDERAL AID:

*F1 OR F2 student visa

*J1 or J2 exchange visitor visa only

INDEPENDENT STUDENT: An Individual who meet one of the following criteria:

1. Minimum age of 24
2. A graduate or professional student
3. Is married (Separate but not divorced)
4. An individual with legal dependents other than a spouse. (As defined above)
5. An orphan or ward of the court up to the age of 18.

6. Is a veteran of the armed forces of the United States

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

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

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

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

RECOVERIES: Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the promissory note of the student loans.

If funds from the grant programs still due from the student, those funds are payable at the rate of 50%. Grants funds due from the student must be repaid within 45 days from the student’s withdrawal date. Students may take repayment arrangement with the U.S. Department of Education within 45 days from the student’s withdrawal and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

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

TRANSFER STUDENT: A student, who attended a Post- secondary institution before the enrollment at 1st Academy of Beauty, is required to provide a financial aid transcript from each of the institutions attended within the last year or at the school direction before the enrollment at this institution. Aid from other program, may be advanced to cover the first payment period. We accept only 50% of the total transfer course hours.

VERIFICATION PROCESS: Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994- executing legislation 20 U.S.C 1094 governing the title IV programs require school to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse PELL or Campus- Base aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

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

VERIFICATION EXCLUSIONS: Applicants excluded from verification include:

- Death- Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration- Applicant is incarcerated at the time the verification is to be performed.
- Certain immigration status- Applicant arrived in the U.S during calendar years 2004 and 2005.
- Certain spouse/ parent status- Spouse or parent information is not require 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.

- Complete verifications- 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:1/ Letter Stating that the verification process was completed.2/ Copy of the application data that was verified, and if the student was awarded PELL Grant, a copy of the signed SAR/ISIR. 3/ A complete 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 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.
- *U.S. income tax paid for the base year.
- *Certain untaxed income and benefits for the base year if certain conditions would apply include:
- *Social Security benefits
- *Child support
- *Untaxed payments to IRA or Keogh or Foreign income
- * Earned income credit or Interest on tax free bonds

1st Academy of Beauty 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, 1040 A, or 1040 EZ and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet. There are two different worksheets: One for dependent students and one for independent students. Use the Worksheets to update and for verification of data.

Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid 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 31st of that year, whichever is earlier.

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

- *Number of family members in the household
- *Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.
- *Change in dependency status.
- *Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.
- *Campus-based applicants whose dependency status changes during the Award Year must have their FC recalculated. This process does not apply if the change occurs due to marriage.

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

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

*The student may continue training on a cash payment basis.

*The student may with drawl, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete. The applicant must repay any over award or any award for which he/ she was not eligible, discovered during verification.

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

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

FACULTY

President/Director

Ms. Phieng Yang

Financial Adviser

Ms. Shirley Tran

Director of Education

Mr. Kirk Yang

Admission Officer

Ms. Trinh Hang

Placement

Mr. Nhut Phan

EDUCATIONAL FACULTY QUALIFICATION LIST

MS. MY MY TRAN Licensed Cosmetologist	INSTRUCTOR 6-8 year
MS. NATALIE CAO Licensed Cosmetologist	INSTRUCTOR 4-6 year
MR. NHUT KIM PHAN Licensed Cosmetologist & Massage Therapist	INSTRUCTOR 4-6 year
MS. HOP BICH PHAM Licensed Cosmetologist	INSTRUCTOR 8-10 year
MS. MINJUN ZHU Massage Therapist	INSTRUTOR 6-8 year
MS. MARA SWICK Massage Therapist	INSTRUCTOR 4-5 year
MR.GREGORY MORA Licensed Barber	INSTRUTOR 6-8 year
MS. YVONNE WONG Licensed Cosmetologist	INSTRUCTOR 10-12 year