

Sutter Beauty College

651 North Palora Avenue
Yuba City, CA 95991
(530) 673-3265
(530) 673-0548^{fax}
www.sutterbeautycollege.net

Student Catalog

2012/2013

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OUR SCHOOL

The college is owned by Scott and Tosha Hambelton and provides service to the public in all areas of cosmetology, manicuring and skin care. Prospective students are encouraged to visit the college to discuss their personal education plans and cost. The college currently has available government and sponsoring programs to assist students who qualify with tuition and fees. We welcome clients to visit our college, please call or walk in for an appointment.

Sutter Beauty College is located **at 651 North Palora Avenue, Yuba City, California** in the Carriage Square Shopping Center. It occupies 5,000 square feet used solely for vocational training. It is located one block east of Hwy 99 off the Main Street Bridge. Public transportation is available by Dial-A-Ride or taxi.

APPROVAL PROGRAMS

Sutter Beauty College is a private institution and is 'Licensed to Operate' by the Bureau for Private Postsecondary Education, the Department of Consumer Affairs and Board of

**Cosmetology and Barbering,
Yuba Community College**

2088 N. Beale Road
Marysville, CA 95901
(530) 741-6700

The following state boards, bureaus, departments or agencies set minimum standards for our programs of studies. (In accordance with Educational Code Section 94316.12)

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

Web site: www.bppe.ca.gov

888-370-7589 Fax 916-263-1897

BOARD OF BARBERING AND COSMETOLOGY

Web site: barbercosmo.ca.gov

PO Box 944226 Sacramento, CA 94244-2260

(916) 575-7570 Fax (916) 575-7281

1-800-952-5210

NACCAS

This institution is accredited with NACCAS.

4401 Ford Ave, Suite 1300

Alexandria, VA 22302

(703)600-6300

DEPARTMENT OF CONSUMER AFFAIRS

Consumer Information Center at: (800) 952-5210

E-mail: dca@dca.ca.gov

Department of Consumer Affairs

Consumer Information Division

1625 North Market Blvd., Suite N 112

Sacramento, CA 95834

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Request for further action may be made to Scott Hambelton, Director. Unresolved complaints may be directed to the Department of Consumer Affairs, or the Bureau for Private Postsecondary Education. See address above. You may also fill out a complaint form, which can obtain on the bureau's internet web site www.bppe.ca.gov.

All information in the contents of this school catalog is current and correct and certified as true by Scott Hambelton, Director.

Scott Hambelton

Signature

Our institution does not have any pending petitions in bankruptcy, nor or we operating as a debtor in possession, have not filed a petition within the preceding five years, nor have we 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.)

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.

WELCOME / AN INVITATION TO OPPORTUNITY

Welcome to the very exciting and fulfilling world of Cosmetology Arts & Sciences. This career path offers endless opportunity to those who have a passion for their art, strive for success and are willing to dedicate themselves to their career. We are honored to be a part of your exciting journey and we are committed to helping you become a successful part of this elite group.

A quality technician in the beauty industry is always in demand - financial security can be yours in good times or bad. The beauty profession is big business. Every working day at least 3,000,000 women and men attend their favorite beauty salon, barber shop or spa. They spend millions of dollars a year on beauty services. Top rewards go to those men and women who acquire the cutting & styling techniques, skin care and manicuring skills through the education provided at our school. The school is designed to help you better your position in the future. If you love working with people and are willing to devote the time and energy necessary for success, then this is the field for you!

CAREER OPPORTUNITIES

The licensed professional may choose from a variety of jobs within the Cosmetology/related field(s). The following vocations are options that may be considered upon graduation.

- **COSMETOLOGIST:** Professional Stylist, Skin, Platform Artist, Product Representative, Salon Owner or Manager, State Board Member/Examiner, Image Consultant, Retail Specialist
- **ESTHETICIAN:** Skin Care Specialist, Spa Professional, Body Treatment Technician, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner, Makeup Artist (Esthetics Plus Pgm)
- **MANICURIST:** Nail Technician, Spa Professional, Nail Art Specialist, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner
- **INSTRUCTOR:** Student Salon or Classroom Instructor, Salon Owner or Manager, State Board Member/Examiner, Director of Education, School Administrator or Owner

Training is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have an aptitude for the field, an education in the professional beauty industry can be a pathway to a secure income and a solid future.

JOB DEMAND IN COSMETOLOGY / RELATED FIELDS

Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey. The survey indicates that the demand for well trained professionals in the beauty industry outstrips the supply. The NACCAS Survey results indicate that salons in California plan to hire 45,967 new employees in the next twelve months. The average annual salary for a salon professional in California is \$44,134. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973. As of January 2007, there were 325,021 professionals employed at California's 48,131 salons. 40% of salons in the state are employer-owned, and 29% are booth-rental salons. The other 31% are a combination of the two. 49% of California salons are classified by their owners as full-service salons; 20% are listed as haircutting salons. Barbershops make up 13% of the total. Nationally, 58% of salons are listed as full-service, meaning that Washington has a higher percentage of specialized establishments.

The U.S. Department of Labor provides current (2009) job information at <http://www.careerinfonet.org>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

Job Position / SOC Code	National Median Hourly/Yearly Wage	State Median Hourly/Yearly Wage
Cosmetologists (Hairdressers) / 39-5012	\$11.21 / \$23,300	\$10.19 / \$21,200
Estheticians (Skin Care Specialist) / 39-5094	\$13.74 / \$ 28,600	\$15.42 / \$32,100
Manicurists / Pedicurists / 39-5092	\$9.48 / \$19,700	\$9.06 / \$18,800
Instructors (Vocational Education) / 25-1194	\$23.05 / \$47,900	\$28.46 / \$59,200

MISSION STATEMENT

The Mission of Sutter Beauty College is to provide a clean, professional, and educational environment that is centered on theory and practical learning. It is our mission for our graduates to successfully pass the California State Board of Cosmetology exam, instill a sense of professionalism in each student and provides up to date training on customer service and retail sales, so our students may obtain job opportunities in Cosmetology, Esthetician, Manicuring and any related fields.

OBJECTIVES

Our objective is to provide vocational training to the Yuba-Sutter population in the areas of cosmetology, manicuring, esthetician – skin care, and instructor training. The educational objectives of Sutter Beauty College are to provide each student with the opportunity to achieve a Completion Certificate in the following areas:

Cosmetology Course:

To provide the student with the opportunity to learn and acquire the knowledge and skills necessary to take and pass the California State Board of Cosmetology examination and enter the profession with all related job entry-level skills required of a Licensed Cosmetologist. Licensed cosmetologists can work as hairstylist, color specialists, hair cut specialist, work in a nail or skin care salon, platform artist, makeup artist, product representative, product educator, salon manager salon owner, runway or fashion stylist, etc. the possibilities are endless.

Cosmetology Instructor Course:

To provide the Licensed Cosmetologist with the opportunity to learn and acquire the knowledge and skills necessary to take and pass the California State Board of Cosmetology examination and enter the profession with all job entry level skills required of a Licensed Cosmetology Instructor. Cosmetology instructors can also work as a hairstylist, color specialists, work in a nail or skin care salon, platform artist, makeup artist, product representative, salon owner, runway or fashion stylist, but will also be able to teach at a cosmetology institution.

ESSENTIAL CAREER CONSIDERATIONS / REQUIREMENTS

Applicants interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become a professional in the beauty industry must:

1. Have finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public and be able to follow client directions.
3. Keep abreast of the latest fashions and beauty techniques.

4. Work long hours while building a personal clientele in order to make the desired income.
5. Make a strong commitment to the educational process and finish school.
6. Learn business skills applicable to the desired position.

In addition, prospective students should be aware that:

1. The work of a licensed professional in the cosmetology/beauty industry can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of the client's head, bending to complete shampooing or other wet services, etc. Estheticians will spend a significant amount of time standing to complete facial services and body treatments, waxing, or makeup services. Nail technicians will spend long hours sitting at a nail technician's station. Instructors will spend long hours standing while teaching and walking to monitor their classrooms / clinic areas.
2. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.
3. There will be exposure to various chemicals and fumes which may cause allergic reactions.
4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

STAFF & QUALIFICATIONS

SCOTT HAMBELTON...Owner/Director/Instructor
 Licensed Cosmetologist since 1981
 Licensed Cosmetology Instructor since 1982
 Salon owner for 3 years
 State of California Teaching Credential in Cosmetology
 Instructor

TOSHA HAMBELTON
 Assistant Director/Admissions/Instructor
 Licensed Cosmetologist since 1987
 Licensed Cosmetology Instructor since 1988
 Field Expertise Esthetics since 1988
 Instructor

AIMEE HAIGHT... **Manager**

Licensed Cosmetologist
 Instructor Yuba College Certificate

MIRANDA HAMBELTON...Instructor

Licensed Cosmetologist

ARIANA SALAZAR..... Cosmetology Instructor

Licensed Cosmetologist,

Instructor Yuba College Certificate

PHILLIP CATHCART.....Instructor/Yuba College

Certificate, Licensed Cosmetologist

SANDRA HERNANDEZ.....Instructor

Licensed Cosmetologist

ADMISSION REQUIREMENTS

COSMETOLOGY & COSMETOLOGY INSTRUCTOR:

1. High school diploma and/or college graduate
2. Holders of high school graduation equivalency certificates/Students of school age, must have completed the 11th grade and be in progress of acquiring their diploma.
3. All applicants must pass a required entrance test. We use the Milady Cosmetology Admission Aptitude Test with the minimum score of 60%
4. Have a valid Social Security Number
5. Have a valid government picture ID card
6. Instructor Trainees must have a valid Cosmetology License and 12th grade completion

Sutter Beauty College has classes starting approximately every eight weeks. Students must meet admission requirements listed above; attend a Sutter Beauty College orientation, complete a Confidential Questionnaire and pass an Entrance Exam given by Sutter Beauty College with a 60% or higher. Upon acceptance by Sutter Beauty College enrolled students will be oriented to school policies, rules, and regulations needed to comply with the State Board of Barbering and Cosmetology. Sutter Beauty College limits a starting class to a maximum of twenty-five students. More frequent and smaller classes allow the instructors to give more individual instruction and monitor student progress more closely.

ABILITY TO BENEFIT POLICY

Sutter Beauty College does accept students without a high school diploma or its equivalent provided they are able to *meet all other* admission requirements. A prospective student in this category will be admitted only upon meeting the following requirements: -Students must be beyond the age of compulsory school attendance (18 for California) and have the ability to benefit from the training offered.

-COMPASS test can be given to those who do not have a high school diploma, GED or High school proficiency score. This Federally approved exam is given to *non high school students*. Test is administered by an independent third party and not by S.B.C. school personnel. The site for testing is listed below along with scores needed to pass and testing fees.

ACT Centers COMPASS/ESL Project, 1540 River Park Dr, Suite 120, Sacramento, CA 95815. Pre-Algebra/Numerical Skills Placement, Reading Placement, and Writing Placement. Fee for testing \$47.75

Passing scores: Pre-Algebra/Numerical-(25), Reading-(62), and Writing-(32) COMPASS/ESL

NONDISCRIMINATION

Sutter Beauty College in its admission, instruction, and graduation policies does not discriminate because of race, color, ethnic origin, sex, age, creed, religion, financial status, country of origin, or residence. However Sutter Beauty College **DOES NOT** provide English – as – a – Second Language instruction and all our courses are instructed in English.

COMMUNITY COLLEGE CREDITS

NOTE: Yuba College students can earn College Credits towards an Associate in Science Degree upon successful completion of additional academic course work satisfying the General Education requirements. The academic course work may be taken before during or after completion of the Vocational training at one of our Career Colleges.

Completion of 1600 hours in Cosmetology = 40 units

Completion of 600 hours in Cosmetology Instructor = 15 units

HEALTH & SAFETY

Safety is important to us at Sutter Beauty College. Students must follow all state and school sanitation and safety requirements outlined by your course curriculum, Performance Criteria and cosmetology procedures. All containers must clearly label their contents. Hands must be washed prior to starting a client. All implements used on clients must be properly sanitized or disposed of, according to California disinfection and sanitation standards. All accidents and injuries must be reported on the accident injury form located in the teacher's office. In the case of fire or emergency we ask that you familiarize yourself with all evacuation routes posted in the clinic area and classrooms and know where fire extinguishers are. It is your responsibility to protect yourself and others around you by exiting in a calm and orderly manner.

GRADUATION REQUIREMENTS

Cosmetology: Completion of **1600 clock hours**, complete required technical instruction and practical operations, set forth by the state of California outlined in Curriculum for Cosmetology course mentioned above and the completion of Sutter Beauty College requirements which includes successful cumulative grade average of 70% or higher, complete assigned projects, 8 hours of Salon Management and Professionalism, 8 hrs. in reception desk, lab and marketing and fulfillment of all financial obligations.

Instructor: Completion of **600 Clock hours** and required technical instruction and practical operations, outlined in Curriculum for Cosmetology instructors course mentioned above and the completion of Sutter Beauty College requirements and projects which includes successful cumulative grade average of 70% and to fulfill all financial obligations.

A **diploma** will be issued after completion of course of study by the student. A **Proof of Training Document** will be provided to the student. If any fees are due to Sutter Beauty College, your Proof of Training document may be withheld until fees are paid. This document is a necessary document for application for the State Board Exam. The Board of Cosmetology will issue a Cosmetology **License** upon passing the Examination.

STATE BOARD LICENSING REQUIREMENTS

The state of California requires that a Cosmetology student must complete the above listed Course curriculum and 1600 clock hours of training in a board approved school, be 17 years of age or older, have completed 10th grade or higher, hold

a valid social security card and picture ID and is not subject to denial pursuant to CA code 480(below). Board approved Proof of Training documentation, an application for the State Board exam and exam fees must be sent to the State Board. Upon successfully passing both the State Board Practical and Written portions of the exam with a 70% or higher the graduates will then be receive a California Cosmetology License. Cosmetology Licenses need to be renewed every 2 years by paying a fee and filling out renewal information on line or by mail.

CALIFORNIA STATE REGULATION #480

480. (a) A board may deny a license regulated by this code on the grounds that the applicant has one of the following:
1. Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of *nolo contendere*. Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the penal code.
 2. Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or
 3. Done any act, which if done by licentiate of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, function or duties of the business or profession for which application is made.
- (b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of section 482.
- (c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license

SCHOOL/PROGRAM SCHEDULE

This is an outline of the general manner in which students spend their time in school.
 -Eight weeks of orientation as a freshman begins your course of training at Sutter Colleges. During this eight week period, students will attend special freshman classes with instruction in all basic fundamentals of Cosmetology. -The freshman period consists of a minimum of 240 hours of instruction.

Cosmetology54 weeks / 1600 clock hours...30 hours per week
 Cosmetology Instructor..... 15 weeks / 600 clock hours...30 hours per week

The weekly schedule is as follows:

Monday - Wednesday

8:00 to 10:00 Theory Class – All Students (No clinic during this time) 10:00 to 6:00 Class or Clinic as assigned

Thursday – Saturday

8:00 to 10:00 Theory Class – All Students (No clinic during this time) 10:00 to 6:00 Class or Clinic as assigned

Lunch breaks are one hour as scheduled.

SCHOOL CALENDAR

Sutter Beauty College operates on a year round basis. Classes are normally scheduled to begin every eight weeks. There are no classes and the college is closed on the following holidays: Jan 16, Feb 20, May 28, July 4, Sept 3, Nov 22, Dec 24 – Jan 5, 2013.

Start Dates: 2012 Spring sessions – Jan 2 & 5, Feb 27 & March 1, April 23 & 27
 2012 Summer Sessions – June 11 & 14, August 6 & 9
 2012 Fall Sessions- October 1 & 4, Nov 26 & 29

RECRUITMENT POLICY

Sutter Beauty College has a non- recruitment policy. We do not recruit nor do we hire someone to recruit students and or prospective students from other schools.

SCHEDULE OF STUDENT CHARGES – TUITION

Cosmetology (1600 Hours)

Tuition	\$9000.00
Registration/application	100.00
Kit, Uniform and Books	600.00
Student Tuition Recovery Fund	<u>\$25.00</u>
	\$9725.00

Cosmetology Instructor (600 Hours)

Tuition	\$3000.00
Registration/application	100.00
Student Tuition Recovery Fund	9.00
Kit, Uniform and Books	<u>250.00</u>
	\$3359.00

If Tuition is funded by Yuba College: California Resident

Tuition is \$36 per unit with a \$10 Student Service fee each semester. Total tuition for 1600 hour program through Yuba College is \$1470 plus additional fees listed below to be paid directly to Sutter Beauty College:

Cosmetology: Tuition paid to Yuba College-

Student is responsible to pay Sutter Beauty College for kit, supplies, lab materials, registration, and equipment.

\$100 Registration

\$600 Kit

\$300 Monthly lab fees

Seven Hundred Dollars (\$700) will be due on first day. This covers registration and kit fee.

Monthly lab fees are due on the 1st of every month and will be considered late after 5 business days. There will be a late fee charged of \$25.00.

Instructor Training: Tuition paid to Yuba College

Student is responsible to pay Sutter Beauty College: Flat rate of \$250 for kit, supplies, lab materials, registration, and equipment. One Hundred-Fifty Dollars (\$350) will be due on first day of attendance and the remainder to be arranged.

STUDENT TUITION RECOVERY FUND

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

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

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

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

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 the student to a third party for licensure 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 payer reimburses proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

ADDITIONAL FEES

-Pre application for the California State Board of Cosmetology Exam is \$134.00 due to the State Board of Cosmetology. To pre apply, the student, upon completion of 1200 clock hours must fill out pre application paperwork within 32 hours. Through this application process students will be able to take their State Board examination sooner than the regular application. It is the student's responsibility to fill out these papers and complete the pre application check list and instructions given to them by an instructor. (These fees are subject to change). -State Board Exam Kit Fees from Kit company- a Kit is needed to perform the practical portion of the State Board Exam. A kit can be rented from the Rent A Kit Company for a fee of \$110.00. (These fees are subject to change).

POLICY FOR RE-ENROLLING STUDENTS

- Student must have Proof of Training documents showing Previous Enrollment hours and Operations. If you do not have this form, you will not receive credit for previous enrollment until you present this to us. You will be enrolled as a regular student with no previous hours. *We retain records for 5 years.*
- Your Kit and textbook must be equivalent to current Sutter Beauty College Kits with professional equipment and a mannequin that has sufficient hair for your instructor to evaluate various operations. Any items needed, can be purchased from the Sutter Beauty College stock.
- Student must have completed and passed freshman class and final with a 70 % comprehension during previous enrollment. If you have not you must retake the freshman class and final.
- If you were a previous SBC student and have over 200 hours and it has been less than 2year since previous enrollment you must take a written and practical review to demonstrate your ability and knowledge retention from previous training, prior to being accepted onto the Sutter Beauty College clinic floor. It would be determined at that time by the Director if the student would benefit more from retaking the freshman class.
- If you withdraw under probation, you will re-enroll under probation status. Leave of absence, withdrawals, and official interruptions have no effect on Satisfactory Progress Policy.
- It is up to the discretion of the Director to review and handle each re enrolled student on an individual basis

Policy for Transfer Students

- Transfer student must have State Board approved documentation clearly displaying the previously earned clock hours and hours of theory and operations. If you do not have this form, you will not receive credit for previous enrollment until you present this to us. You will be enrolled as a regular student with no previous hours.
- Your Kit and textbook must be equivalent to Sutter Beauty College Kits with professional equipment and a mannequin that has sufficient hair for your instructor to evaluate various operations. Any items needed, can be purchased from the Sutter Beauty College stock.
- Transfer students will be placed in freshman class to evaluate training level and are required to pass the freshman written and practical with a 70% or higher.

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

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

COST OF ATTENDANCE BUDGETS (COA)

In order to determine a student's level of loan funding, the Department of Education requires us to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, miscellaneous, loan fees and, if applicable, child care and expenses related to disability. The following are standard **monthly** allowances that make up the cost of attendance budgets for the year.

Living at home with parents:

Room & Board	Transportation	Miscellaneous	Other Case by Case	Total

Living away from home:

Room & Board	Transportation	Miscellaneous	Other	Total
			Case by Case	

FEDERAL ASSISTANCE PROGRAMS

The school is not yet approved as an eligible institution by the U. S. Department of Education to participate in Title

Our institution is disclosing this information while we are in the process of obtaining our approval to participate. The packaging of financial assistance is determined according to guidelines set by the US Department of Education. A variety of programs are available for students qualifying for assistance:

Federal Grants:

Federal Pell Grant: Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need based aid program in which an eligible recipient does not have to repay the funds received.

Federal Student Educational Opportunity Grant (SEOG): An additional grant available only to Pell eligible students who meet the schools predetermined criteria. 75% of the award is contributed by the Federal Government and the other 25% is contributed by the school.

Federal Direct Loan Program: These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Direct Subsidized, Federal Direct Unsubsidized and Federal Direct Plus loans. There are grade level progressions and loan limits used for the administration of these loans.

The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education:

Federal Direct Subsidized Loan: This is a need-based-loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Unsubsidized Loan: This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues during all periods. The recipient has the option to pay the interest or to defer payment of the interest for the grace period. This is known as capitalization. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Plus Loan: This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent's education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a "parent" for PLUS Loan eligibility is a student's biological, adoptive or step-parent in the event that person's income would have been taken into consideration when calculating the student's expected family contribution (EFC). Interest is charged during all periods.

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

VERIFICATION

Students selected by the U.S. Department of Education for the process of verification are frequently required to submit additional information and/or parents' financial & household information to the finance office. The verification procedures will be conducted as follows:

1. When selected by the U.S. Department of Education for the process of verification, the student must submit all required documentation to the finance office within 10 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all of the required documentation within the 10 day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for

federal student aid has been established.

3. The finance office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances.

The finance office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

CONFLICTING INFORMATION

Sutter Beauty College understands that all conflicting information must be resolved before any Title IV funds can be disbursed. Students with conflicting information in their files or paperwork may be selected for verification by the school or its servicer in order to resolve the information in question.

VOTER REGISTRATION

The school encourages its students to be registered voters and to exercise their right to vote. The school maintains information for students on Voter Registration in California, an online process. Students can access this information at www.headcount.org. This information is provided to each student during the enrollment process.

STUDENT SERVICES AND COUNSELING

The school conducts an orientation program on the first day of class which provides information about the instructional programs, goals of each course, policies affecting students and services available to students. Students have access to advising from members of the school staff regarding their program of study, progress, financial affairs, housing, placement or other areas in which the student may need assistance including referral to professional assistance when necessary. Students whose progress in the course is unsatisfactory are advised and provided any additional assistance available. When requested, the school may provide assistance and advisement in acquiring adequate housing facilities. A student requiring housing assistance should contact the school prior to enrollment.

HOUSING

Sutter Beauty College has no responsibility to find housing for our Students.

Sutter Beauty College is a non-residential campus. Our institution does not have any dormitories' under its control. There are several rentals located near our campus and range in price according to size of rental and location.

CAREER COUNSELING

Career counseling is stressed throughout the course in the areas of personal grooming and hygiene, and good posture. Also stressed throughout the course is communication with others both verbal and non-verbal. Areas that are discussed both in class and on a one-to-one basis are the different specialized fields; one may go into, such as competition and platform work, color technician, manager-operator, instructing, etc.

CAMPUS CRIME STATISTICS & SECURITY INFORMATION

A handout detailing campus crime statistics is provided at the time of enrollment and is also made available upon request from the school Director.

DRUG ABUSE PREVENTION

The school actively supports the prevention of drug abuse. Upon enrollment, students are provided the school's policy on drug and alcohol abuse. A list of agencies and counselors is also available on the state website for personal assistance and is available to any student requesting assistance.

OSHA REQUIREMENTS

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work the student learns about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

PROCEDURE FOR GRANTING LEAVE OF ABSENCE

A student who knows in advanced that he/she will miss class should make arrangements with Sutter Beauty College office to request a leave of absence. In cases where a student may be absent for more than 14 days and up to 6 weeks, due to illness, accident, bereavement, etc. Leave of Absence should be requested from the Sutter Beauty College office as soon as possible to the given situation. All other requests for Leaves will be determined on an individual basis and may or not be granted depending on the following criteria:

1. Students must schedule a personal counseling appointment with the supervisor of their school. (Leave of absence *will not* be granted by phone.)
2. Each request for a leave of absence will be considered depending on the student's compliance with the Sutter Beauty College's satisfactory progress policy.
3. Students not in compliance with satisfactory progress policy may be asked to take a temporary leave of absence in order to allow the student time to reconcile any situations that may be preventing the student from maintaining satisfactory progress.
4. In granting a leave of absence, the reason for the request will be an important determining factor.
5. All students must understand that the leave of absence may jeopardize their academic progress.
6. A student may only be granted *one* leave of absence during each enrollment.
7. Students granted a leave of absence must make arrangements with their instructor to make up any missed work as a result of the leave of absence.
8. A student's contract will be extended the same number of days in the Leave of Absence.
9. Students who for any reason fail to return to school on the scheduled date without contacting the school will be terminated from the program.
10. Student has the right to withdraw from the course at any time during the Leave, but must notify the school of their decision. Drop date will be the date student stated their wish to withdraw.

Student will return to school from a Leave of Absence on the same status as when they left school. A student may only be granted one leave of absence during each enrollment. It is our intention to offer a student every opportunity to succeed in their goals, by adopting these guidelines, we hope that all students will realize the importance of maintaining communication with the school in order that if possible we may assist them through any difficulties they may have.

NOTE: A leave of absence will extend the students contract period and maximum time frame by the same number of days in the leave of absence.

DISCLOSURE AND RETENTION OF EDUCATIONAL RECORDS

Adult students, and parents of minor students, have the right to inspect, review, and challenge information contained in their educational records or that of their minor children. Education records are defined as files, materials and documents that contain information directly related to a student and maintained by the institution. The college does not sell or share information with third person parties. Students are not entitled to inspect the financial records of their parents.

Written consent is required before education records may be disclosed to the parents of adult students or others, with the exception of disclosures allowed by law, such as to accrediting commission or governmental agencies. Access to files must be requested in writing, in letter form or on a form furnished by the institution.

Access will be allowed within a reasonable period after verification of the right to inspect and arrangements have been made for proper supervision and interpretation of the records by an employee of the institution. All records will be maintained for each student for a minimum of five years after graduation or termination.

POLICY FOR SAFEGUARDING STUDENT INFORMATION

Sutter Beauty College is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Director/administrator shall be responsible to coordinate the school's information security program. The Director shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school will be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they enroll.

Sutter Beauty College shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

ACCESSIBILITY TO PHYSICALLY DISABLED STUDENTS

Since there is limited access only for physically disabled students, Sutter Beauty College will consider each admission of students with special needs on an individual basis. Every application from an acknowledged person must be supported by appropriate medical or other documentation confirming the applicant's ability to meet the learning and physical requirements of a Cosmetology training program.

JOB PLACEMENT ASSISTANCE

As prescribed by State law, we cannot guarantee job placement as an inducement to enrollment. However, one of our primary goals is to provide specialized, intensive training that will make graduates highly employable upon being licensed by the State Board of Cosmetology. Our instructors work closely with salon owners and employers throughout California so that all students are given an opportunity to become gainfully employed upon completion of their chosen course and licensed. Classified job opening ads are on our Job Opportunity Bulletin Board as well as announced. Prospective employers contact Sutter Beauty College stating openings and what their needs are. Staff then contacts graduates who fit the employer's needs. Instructors teach students how to write resumes and job interview skills. Staff members give written and oral recommendations to prospective employers. Students are encouraged to discuss their employment needs with their supervisor.

UNIFORMS, MATERIALS, AND EQUIPMENT

The uniforms and materials you will need to start your training in Cosmetology include the following:

Uniforms

Female Students:

- A. Black uniform smock w/white or black shirt
- B. Solid Black or white shoes
- C. Hose with dress style uniform
- D. Black pants, skirt, or dress

Male Students:

- A. Black uniform smock over white or black shirt
- B. Solid Black or white shoes
- C. Black slacks, pants or shorts (shorts must reach knee)

****SUTTER BEAUTY COLLEGE T-SHIRTS AND SWEATSHIRTS ARE ACCEPTABLE

*****PLEASE NOTE: ALL DRESSES, SKIRTS, OR SHORTS MUST REACH MIDDLE OF KNEE CAP. NO PRINTS OR ADVERTISING ON ANY UNIFORM.

Materials

Three ring binder, paper, pen or pencil, combination lock (for your locker). The above requirements are not furnished by the school and are the responsibility of the student.

Master Kit – Cosmetology Course

The master kit is a complete issue of all the equipment that a student would need while in school. Milady's Cosmetology Text book and a black Smock are included in your kit. Name tags are issued at end of freshman class and if lost **will cost student \$10.00 to replace**. Name tags must be worn at all times. The equipment is of a quality that if cared for properly, could be taken by the student into the salon when they become employed.

Library and other resources

Sutter Beauty College has additional books and instructional dvds available in our student library. Students are allowed to use individual dvd players that are located in the library. All of these items can be checked out with an instructor.

RETURN OF TITLE IV FUNDS

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, TEACH Grants, Direct Student Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all of the funds that he/she earned, the student may be due a Post-withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the school must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The school may automatically use all or a portion of the Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs the student's permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission (some schools ask for this when upon enrollment), the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce his/her debt at the school.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawal, the student will not receive any Direct loan funds that they would have received had they remained enrolled past the 30th day. If the student receives (or the school or parent receives on their behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of: the institutional charges multiplied by the unearned percentage of the student's funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of the student's Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, he/she (or the parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or were scheduled to receive. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from any Institutional Refund Policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge for any Title IV program funds that the school was required to return.

If a student has questions about his/her Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

REFUND POLICY FOR STUDENTS CONTRACTED THROUGH SUTTER BEAUTY COLLEGE

1. An applicant not accepted by the school shall be entitled to a refund of all monies paid minus application fee.
2. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three (3) business days of the signing of the registration agreement of contract, all monies collected by the school shall be refunded. The cancellation date will be determined by the date said information is postmarked or delivered to the school administrator in person. If a student receives any portion of a kit or textbooks, that student is responsible for 100% of the charges for those items received after three (3) business days of the signing of the registration agreement or contract. These policies apply regardless of whether or not the student has actually started training.
3. If a student cancels his/her contract after three business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a registration fee of \$100.00 for all courses offered.
4. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:

<u>Scheduled time elapsed in total program</u>	<u>Total tuition School shall have earned</u>
0.01% to 5.0%	20%
5.1% to 10%	30%
10.1% to 15%	40%
15.1% to 25%	45%
25.1% to 50%	70%
50.1% and over	100%

5. "Enrollment time" is defined as the hours scheduled to attend between the actual starting date and the last date of physical attendance. Any monies due to the applicant or student shall be refunded within 45 days of formal cancellation by the student or by formal termination by the school, which shall occur no more than 14 calendar days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the scheduled date of return or the date that the student notifies the school that he/she will not be returning.
6. The refund policy will apply to tuition and fees charged in the enrollment agreement. Other miscellaneous charges to the student for books, extra kit items, products, etc., or debts to the school incurred by the student will be calculated separately at the time of withdrawal. The student is responsible for 100% of the charges for those items; these items become the property of the student when issued and are not included in tuition adjustment computations.
7. If the school is permanently closed or is no longer offering instruction after a student has enrolled, the school will make a Pro Rata refund of tuition for each student. NACCAS will be provided a list of all students enrolled at the time of closure and the amount of each Pro Rata refund. The school shall dispose of all school records in accordance with state laws.
8. If the course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school will provide a refund of all monies paid. The school reserves the right to reschedule, postpone, or cancel classes.
9. Any return of Title IV funds will be paid as applicable, 1) Unsubsidized Federal Direct Loan, 2) Subsidized Federal Direct Loan, 3) Federal PLUS/Direct PLUS Loan, 4) Federal Pell Grant, 5) Federal SEOG, 6) Other Federal, state, private or institutional aid, 7) the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.
10. Students attending the institution for the first time who withdraw or terminate prior to course completion and who are recipients of Title IV funds shall be evaluated for a return of Title IV funds according to federal guidelines.

YUBA COLLEGE STUDENTYS: refer to the Yuba College Catalog and Class Schedule for refund information / refund dates.

NOTE: YUBA COLLEGE STUDENTS CAN APPLY FOR A FEE WAIVER, (BOGW), THROUGH YUBA COLLEGE. Inquire at the Yuba College Financial Aid Office – 2088 N. Beale Road, Marysville, CA 95901 (530) 741-5725

SATISFACTORY PROGRESS POLICY

Satisfactory progress is required in attendance and academics for all students enrolled in the college. Students must maintain an academic grade of 70% and an attendance average of 70% to be considered making satisfactory progress. Note: Failed and missed exams may be made up for grade averaging purposes. Make up tests are to be made up as soon as possible but no later than the end of the month. Makeup test can be arranged with an instructor, office personnel, or at

the school library. Letter grades are as follows 100 – 90 A, 89 – 80 B, 79 – 70 C, 69 or below is failing. Students who are meeting minimum requirements at evaluations will be considered making satisfactory progress until the next scheduled evaluation. Cosmetology students will be evaluated for satisfactory progress at 450 hours, 900 hours, 1250 hours, and 1600 hours. Instructor students will be evaluated for satisfactory progress at 300 hours and at 600 hours.

In Order for a student to be considered making satisfactory progress as of the midpoint of the course, the student must meet both attendance and academic progress requirements on at least one evaluation by the midpoint of the course. Academic and attendance percentages are **cumulative**.

MAXIMUM TIME FRAME FOR COURSE COMPLETION

Students must attend a minimum of 70% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the maximum allowed time frame. The maximum time frame is equal to 1.43 times the published length of the course. Note: Transfer and re-enrolled students maximum time frame of course completion will be based on hours needed to complete the course. Students who miss 10 consecutive school days (14 calendar days) without communicating with the School Director/designee may be terminated on the 11th consecutive school day. Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school. NOTE: A leave of absence may extend the students contract period and maximum time frame by the same number of days in the leave of absence.

WARNING / PROBATION

Students who fail to meet Satisfactory Attendance Policy (SAP) standards at a given evaluation will be placed on warning for one additional evaluation period. Warning students who fail to meet SAP by the conclusion of the warning period will be deemed as not making SAP, will be placed on probation, and will not be eligible for Title IV funding. Students must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of their training. While on probation students will not be eligible for Title IV funding. Probationary students who meet SAP by the conclusion of the probationary period will be removed from probation and will regain eligibility for title IV aid.

APPEAL PROCEDURES

Students who wish to appeal the decision that they are not making satisfactory academic progress must submit a written request to the institution's administrator. The letter should be received within five (5) days of determination and must describe any circumstances related to the student's academic standing which the student believes deserves special consideration. The administrator shall evaluate the appeal within a reasonable time frame (5 – 10) business days and notify the student in writing of the administrator's decision. A student that prevails upon appeal process, reentering the program after an interruption of training, or having reestablished satisfactory progress, and determined as making satisfactory progress will be reentered in the course and financial aid funds will be reinstated to the student. Students accepted for reentering the program that previously were not making satisfactory progress must attain a satisfactory progress by the next scheduled evaluation of retroactive for eligible students who have displayed satisfactory progress within the evaluation probationary period time frame.

DETERMINATION DATE / WITHDRAWAL DATE (OFFICIAL / UNOFFICIAL WITHDRAWAL)

The actual last date of attendance would be the last day the student was physically in attendance. A withdrawal date on a student who had been previously attending could be up to, but not to exceed 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

COURSE INCOMPLETES

Course incomplete, repetitions and noncredit remedial course are not applicable to this institution's form of instruction.

TARDINESS POLICY

If you are going to be late you must notify the school by 7:50 a.m. When you clock in late your time will be calculated to the nearest quarter hour. If tardiness becomes an ongoing issue you will be counseled and disciplinary action or termination may result. Students who are late to theory, late defined as more than ten (10) minutes, can clock into school but must report to desk or instructor in clinic for an assignment. Remember credit can only be given for applied effort.

ATTENDANCE POLICY

1. All students must attend class regularly as scheduled.
2. The maximum unexcused absences are 10. Absences will be excused when student brings in verification for reason of absence (ie. Dr note, jury duty, etc.) Failure to comply with this will result in the student being put on attendance probation. Repeat offense can result in termination.
3. All students are required to notify the college of an intended absence or being late to school.

RULES & PROCEDURES FOR KEEPING AN ACCOUNT OF STUDENT CLASS HOURS AND PRACTICE HOURS COMPLETED

1. Daily clock hours are recorded on a computer time clock system by student clocking in and out with fingerprint. Students also record daily hours on their time cards
2. Daily applied effort such as hours of technical instruction and practical operations are documented daily on student's individual time cards.
3. Both student and instructor are required to sign time cards on a daily basis. Time cards are turned in at the end of the week to attendance office, reviewed and then placed in student files by an instructor.
4. Weekly operations requirements are turned in and kept in student files or returned to student.
5. Bi-weekly a new accumulation of clock hours is posted for students to monitor and track their total hours.

POLICY FOR MONITORING STUDENT PROGRESS

1. All written tests scores and quizzes are recorded in grade book by an instructor. Daily operations and technical instruction are recorded on time sheets by student and checked by an instructor.
2. Time sheets and grades are evaluated at students *scheduled* evaluation points in a one on one consultation with an instructor monitor progress.
3. Report cards and SAP are given at these scheduled times. Grades and attendance are cumulative.
4. All Practical Operations must be checked by an instructor to insure individual needs are met. Students will be evaluated on their practical hands on work daily. Mandatory written evaluations will be as per hours in #2. At this time, students are informed of any deficiencies and they may need extra work in order to reach their goals. Students will be notified immediately if they fall below 70% in their academic progress and be given personal one-on-one instruction, in order to reach and maintain satisfactory progress.
5. Students may request a consultation concerning academic progress at any time with instructor, Assistant Director or Director.

COUNSELING SERVICES

Every student is extended the privilege of consulting with the Director of the School. Dependent minor student's families desiring information concerning the student's progress may consult the Director of the School. Counseling appointments may be scheduled with director or office administrator, but we do have an open door policy.

Other counseling numbers and information you may need: Twin Rivers Crisis Center 0530-751-9511/Alcohol Drug Treatment Referral Adult and Adolescents 1-800-454-8966/ Bi County Substance Abuse Services 530-822-7200 19650 Live oak Blvd. Yuba City/ Drug and Alcohol Counselors 24hrs 1-800-901-2605/ Auburn Peace for Families 530-823-6224/ Bi County Mental Health Services 1965 Live oak Hwy. Yuba City 530-673-8255.

DISCIPLINARY COUNSELING

When a student needs to be counseled for disciplinary problems the following procedures are entailed:

- 1.) Student is brought into school office to discuss the situation or problem. A consultation report is filled out by one of the following, instructor, manager, or director and the student explaining the reason for the counseling and any comments made. At this time a written warning may be issued. If student is under the age of 18 a parent or guardian will be contacted immediately.
- 2.) If discussion and written warning are not respected, student may be clocked out and sent home for the day or for a three day suspension.
- 3.) If disciplinary problems persist after these steps, the school may terminate the student from the course.
- 4.) Some offenses may require immediate dismissal.

TERMINATION/WITHDRAWAL

The school may terminate a student prior to the completion of their program for one or more of the following: 1) Insufficient academic progress. 2) Not fulfilling financial obligations to the school. 3) Failure to comply with the rules and regulations of the school. 4) Failure to comply with the Tardy/Attendance policy of the school. 5) Insubordination. 6) after 10 consecutive school days of absence or 7) in the case of a leave of absence on the documented date of return if the student does not return.

STUDENT GRIEVANCE PROCEDURES

If you have a problem or complaint with an individual, whether it is a student, teacher or client, that you cannot resolve by talking with them, then you need to take your concern to the Assistant Director; The Assistant Director can act as a buffer so that both parties may discuss the problem in a calm, controlled matter with a third party present to assist in resolving the issue. If the matter at hand cannot be resolved at this point the issue can be taken to the Director. Most problems can be resolved thru these step and chains of command. Most problems can be resolved if discussed in a timely manner before the issue escalates and if approached in a non-confrontational tone

- Students may direct complaints or problems to Assistant Director. All necessary steps will be made to resolve the problem. The Assistant Director will be regularly accessible for reasonable periods of time before and during the range of time in which students are schedule to attend the institution. If a student complains in writing, the institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the institution will provide the student with a written response detailing the reason for the rejection.
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NOTE: You may also request an appointment with Aimee Haight, Manager or Tosha Hamblton, Director

YUBA COLLEGE STUDENTS: For grievance procedures that need to be addressed with Yuba College, Students may refer to Yuba College "Student Code of Conduct", or the Family Educational Rights and Privacy Act. (FERPA).

CODE OF ETHICS

1. This school has principal objectives in the training of qualified Cosmetologists to render the best possible service to patrons.
2. This school strives continuously to improve its operation in order to keep abreast with the ever-changing developments and new techniques in Cosmetology.
3. This school observes all rules and regulations issued by the State Board of Cosmetology and Health Department.
4. This school encourages its instructors to keep abreast of the latest teaching methods in Cosmetology by attending teachers' refresher courses, workshops and continuing education.
5. This school takes part in education conferences and regional meetings in order to advance the Cosmetology profession.
6. This school makes use of acceptable teaching techniques and training aids (such as textbooks, workshops, films, filmstrips and other audio-visual aids) in order to provide the best possible training for its students.
7. This school purchases only high-grade standard equipment, cosmetics and supplies to be used for instruction of its students.
8. This school maintains honest and fair relationships with its staff, students, patrons, state board and other schools
9. This school advertises truthfully and makes honest representations to its students.
10. This school refrains from any advertisement or criticism which might reflect unfavorable on other schools and the Cosmetology profession.

RULES AND REGULATIONS

A copy of rules and regulations will be issued to students governing school policy and procedures, attendance, progress, dress code, and student conduct policies are:

4. All students must attend class regularly as scheduled.
5. The maximum unexcused absences are 10. Absences will be excused when student brings in verification for reason of absence (ie. Dr note, jury duty, etc.) Failure to comply with this will result in the student being put on attendance probation. Repeat offense can result in termination.
6. All students are required to notify the college of an intended absence or being late to school.
7. All students are to be in class on time with all required texts or material needed.
8. Students may not leave class without the permission of the instructor.
9. Uniform, (page 15), must be worn at all times. Failure to comply will result in disciplinary action. Students must conduct themselves in a courteous, respectful and professional manner at all times.
10. All students must prepare all lessons, satisfactorily perform all assigned learning tasks and satisfactorily pass all examinations. Make-up exams and assignments will be given when missed because of excused absence.
11. Repeated absence or tardiness, violation of dress code, school rules and policies, or continued poor progress may result in termination of the student.
12. Student under the influence of or using drugs or alcohol on or around the school campus will be immediately terminated.
13. Student may be terminated for not meeting Satisfactory Progress requirements, and non-payment of fees.
14. All students must have a positive attitude. Smiling helps!
15. All students must clock in and out with scan card. Failure to do so will result in loss of hours.
16. All students will take 60 minutes for lunch.

COSMETOLOGY INSTRUCTOR CURRICULUM

The curriculum for students enrolled in the Instructor trainee course shall consist of 600 hours of technical instruction and practical operations in teaching the art of cosmetology as defined in section 7321 of the Cosmetology Act. Technical instruction shall mean instructions demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the instructor trainee of teaching techniques and principals. Students must maintain a theory grade average of 70% and pass a final written and presentation skills exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	= Failure

	Tech. Hrs.	Practical Hrs
The Cosmetology Act Board Rules and Regulations	10	
PRERERATORY INSTRUCTION		
Instructional techniques	40	
Organization techniques	30	50
Lesson planning	60	50
Conducting Classroom Technical		
Instruction & demo. For 3< students	140	
Supervising and Training of Students	100	

650.2. CURRICULUM FOR COSMETOLOGY COURSE

The curriculum for students enrolled in a Cosmetology course shall consist of sixteen hundred (1600) clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance and practical operations shall include the list below. . Students must maintain a theory grade average of 70% and pass a final written and presentation skills exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	= Failure

Cosmetology Requirements	Minimum Hours of Technical Operations	Minimum Practical Operations
Cosmetology Act Boards Rules & Regulations	20	
Cosmetology Chemistry	20	
Health Safety/Hazardous Substances	15	
Theory of Electricity	5	
Disinfection and Sanitation	20	100
Anatomy, and Physiology	15	
Bacteriology	5	
Wet Hair Styling/Sets Comb outs	20	45
Thermal Hair/hot Tool Styling	30	125
Perms	40	55
Chemical Straightening/Soft Curl		45
Shampooing/ Hair Analysis	15	35
Haircutting	20	80
Hair Color and Bleaching	60	70
Facials manual	5	15
Facials Electrical	10	10
Facials Chemical	10	15
Eyebrow arching / Hair removal	15	15
Make-up	10	15
Water and Oil Manicuring	5	15
Complete Pedicure	5	10
Artificial Nails (liquid & powder)	10	50 nails
Nail Tips	10	50 nails
Nail wraps and repairs	5	20 nails
Salon Mgmt/ Professionalism	8	
Desk/Lab/ Marketing	8	

The board recommends that the schools provide training in the areas of communication skills that include professional ethics, salesmanship, decorum, record keeping, and client service record cards.