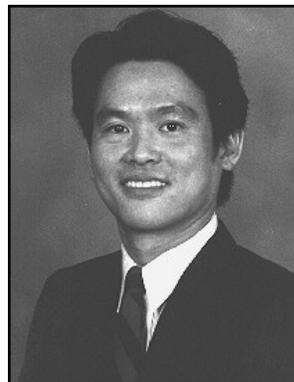


Letter from the President

Welcome to



In Visalia !

If your goal is to receive quality education and hands-on training in your chosen career, then Milan Institute of Cosmetology is here to assist you. Our primary objective is to provide the education, training and job placement assistance that you will need to succeed in your new field.

Our faculty members offer academic credentials with years of training and/or work experience in their areas of specialization. Our administrative staff is committed to providing the individual attention every student needs. Most importantly, our team has the enthusiasm to motivate our students to increase their knowledge, skill level and employability.

We invite you to make an appointment to visit our campus and talk to one of our Admissions Representatives. We are confident that Milan Institute of Cosmetology offers the training you need to reach your career goals.

Our reputation is based on your success.

A handwritten signature in black ink that reads "Gary Yasuda".

Gary Yasuda, President

Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology

Milan Institute of Cosmetology
Main Campus
2400 27th Avenue
Amarillo, TX 79103
(806) 371-7600

Milan Institute of Cosmetology
Branch Campus
5403 Walzem Road
San Antonio, TX 78218
(210) 656-1991

&
Branch Campus Extension Campus
605 SW Military Drive 707 SW Military Dr.
San Antonio, TX 78221
(210) 922-5900
&
George Dieter #207
El Paso, TX 79936
(915) 857-4444

Milan Institute of Cosmetology
Branch Campus
934 Missouri Street
Fairfield, CA 94533
(707) 425-2288

Milan Institute of Cosmetology
Branch Campus & Extension Campus
3238 S. Fairway 3356 S. Fairway
Visalia, CA 93277
(559) 730-5350

Milan Institute of Cosmetology
Branch Campus
47120 Dune Palms
Suites C-2, D and E
La Quinta, CA 92253
(760) 771-5520

Milan Institute of Cosmetology
Branch Campus
2150 John Glenn Drive
Concord, CA 94520
(925) 686-8100

Milan Institute of Cosmetology
Branch Campus
1050 Matley Lane
Reno, NV 89502
(775) 784-7171

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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.

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

The information in this catalog is true and correct to the best of my knowledge.



Gary Yasuda, President
Amarillo College of Hairdressing, Inc.
d/b/a Milan Institute of Cosmetology

Effective November 2012—October 2013

PHILOSOPHY

Milan Institute of Cosmetology recognizes that people attend college for a variety of reasons—from increasing their knowledge to enhancing their skills and employability. Our Mission is to meet the needs of students and employers by offering quality educational programs that prepare graduates for employment in cosmetology and related fields with solid growth potential.

OBJECTIVES

The principal objective of Milan Institute of Cosmetology is to promote a high level of distinction in its faculty, students, and educational programs. Only through quality training will the school produce graduates of all courses who will not only be successful, but will also be of service to their community. The course of study and activities are designed to provide a solid foundation from which our graduates may take advantage of the many opportunities available in the world of cosmetology. We understand our obligation to our students, alumni, and community, and constantly seek more effective ways to meet these commitments.

HISTORY

May 1968: Jess Prince purchased Amarillo College of Hairdressing.

May 1988: Amarillo College of Hairdressing moved to its current location at 2400 East 27th Avenue, Amarillo, TX 79103. Mr. Prince was president of the Texas Association of Cosmetology Schools. He was a salon owner for 27 years and a school owner for 32 years.

1993: Robert and Mary Fikes opened Fikes Beauty Academy located at 8004 Crosscreek, San Antonio, TX 78218.

1996: Bich-Ha, Luan Nguyen, Ann Vasquez, and Rosie Vasquez-Moncada opened Texas Beauty College on Loop 410 in San Antonio, TX.

November 1999: Michael and Linda Gore purchased Everett Beauty Academy.

January 2002: Gary Yasuda and James M. Yasuda purchased Amarillo College of Hairdressing, Inc. from Mr. Prince. The Yasudas own and operate private postsecondary schools in Texas, Idaho, Washington, Nevada, and California. The Yasudas changed the school name from Amarillo College of Hairdressing to Amarillo College of Beauty.

November 2003: Amarillo College of Hairdressing, Inc. purchased Fikes Beauty Academy as a main campus.

November 2003: Amarillo College of Hairdressing, Inc. changed the school name from Fikes Beauty Academy to Texas Beauty College.

January 2004: Amarillo College of Hairdressing, Inc. purchased Texas Beauty College on Loop 410 in San Antonio, TX as a main campus.

January 2005: Amarillo College of Hairdressing, Inc. purchased Everett Beauty Academy as a main campus.

March 2005: Amarillo College of Hairdressing, Inc. changed the school name from Texas Beauty College located on Loop 410 in San Antonio, TX to Milan Institute of Cosmetology.

March 2005: Amarillo College of Hairdressing, Inc. changed the school name from Everett Beauty Academy to Milan Institute of Cosmetology.

March 2005: Texas Beauty College moved from 8004 Crosscreek to its current location at 5403 A Walzem Rd., San Antonio, TX 78218.

March 2005: Amarillo College of Hairdressing, Inc. changed the school names from Amarillo College of Beauty and Texas Beauty College located on 5403 Walzem Rd., San Antonio, TX 78218 to Milan Institute of Cosmetology .

December 2005: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 731 A West Shaw Avenue, Clovis, CA 93612.

October 2006: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 605 SW Military Drive, San Antonio, TX 78221.

May 2007: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received BPPVE approval to operate campuses located at 934 Missouri Street, Fairfield, CA 94533 and 3328 S. Fairway, Visalia, CA 93277.

August 2007: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received BBC approval to operate the campus located at 934 Missouri Street, Fairfield, CA 94533 and the campus opened.

December 2007: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received NACCAS approval for the school located at 934 Missouri Street, Fairfield, CA 94533.

April 2008: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received NACCAS approval for the school located at 3238 Fairway Street, Visalia, CA 93277.

April 2008: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 1050 Matley Lane, Reno, NV 89502.

September 2008: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 2150 John Glenn Drive, Concord, CA 94520.

January 2009: James Yasuda, O.D. retired from Amarillo College of Hairdressing, Inc.

May 2009: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 2822 "F" Street, Bakersfield, CA 93301.

December 2009: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 47120 Dune Palms Suites C-2, D, E, La Quinta, CA 92253.

August 2010: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 1021 W. Hemingway, Nampa, ID 83651.

August 2010: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 1580 George Dieter #207, El Paso, TX 79936.

January 2012: Golden State Business College, Inc. d/b/a Milan Institute and Academy of Court Reporting, Inc. d/b/a Milan Institute merged with Amarillo College of Hairdressing, Inc. d/b/a Milan Institute and Milan Institute of Cosmetology.

GOVERNING BODY

Amarillo College of Hairdressing, Inc., a Texas Corporation, owns Milan Institute of Cosmetology in Amarillo, San Antonio, and El Paso, TX; Reno, NV; and Visalia, Concord, Fairfield and La Quinta, CA.

APPROVALS AND ACCREDITATION

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology, is licensed by the Department of Consumer Affairs:

Department of Consumer Affairs
Board of Barbering and Cosmetology (BBC)
P.O. Box 944226
Sacramento, CA 94244
(916) 445-0713

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology, is accredited by the:

National Accrediting Commission of Career Arts and Sciences (NACCAS)

4401 Ford Avenue, Suite 1300

Alexandria, VA 22302

Phone: (703) 600-7600

STATE OF CALIFORNIA

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology is a private institution with approval to operate in the State of California based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which was effective January 1, 2010. Milan Institute of Cosmetology in Visalia, Fairfield, Concord, and La Quinta CA under Section 94890(a)(1) of CPPEA, is approved to operate by means of accreditation until January 31, 2018.

An application for renewal of approval by means of accreditation has been submitted to the Bureau for Private Postsecondary Education and is pending review .

The act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

(916) 574-7720 or (888) 370-7589

www.bppe.ca.gov

RECOGNITION

U.S. Department of Education

Milan Institute of Cosmetology is authorized to participate in Title IV programs for student financial aid assistance per the Higher Education Act of 1965, as amended by the U.S. Department of Education.

SPECIALIZED PROGRAM APPROVALS

Milan Institute of Cosmetology in Visalia, California is approved for the training of Veterans and eligible persons under provisions of Title 38, United State Code. The admissions office has a list of veteran approved programs.

MEMBERSHIPS

Milan Institute of Cosmetology or its faculty hold memberships in the following organizations: California Association of Private Postsecondary Schools, California Association of Student Financial Aid Administrators and is a Nationally Accredited Member of the Better Business Bureau.

BANKRUPTCY STATEMENT

The Milan Institute has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

SCHOOL FACILITY

The Milan Institute of Cosmetology facility located at 3238 S. Fairway, Visalia, CA, 93277, consists of 6,000 sq. ft. This space contains the salon, administrative offices, and the dispensary. The expansion facility for this campus is located at 3356 S. Fairway. It is 10,500 sq. ft. and consists of classrooms, administrative offices, and a break area.

All Milan Institute of Cosmetology facilities include separate classrooms, clinic floors with beginning and advanced sections, dispensary, break area, and administrative offices.

STUDENT HOUSING

Student housing is not available on campus. There are multiple housing units available in the community and students will need to make their own housing and boarding arrangements.

NOTICE CONCERNING TRANSFERABILITY OF UNITS EARNED AT OUR SCHOOL

The transferability of credits you earn at Milan Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn at Milan Institute is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending Milan Institute to determine if your certificate will transfer.

Milan Institute has not entered into any articulation agreements or relationships with educational entities.

CHANGES BY THE SCHOOL

To maintain an innovative approach to continuing education, Milan Institute of Cosmetology reviews its policies and curriculum periodically and makes necessary revisions.

Milan Institute of Cosmetology reserves the right to change the programs offered, start dates, tuition rates, fees, admission policies, attendance requirements, and other rules concerning the school. These changes will follow the regulations of government agencies which monitor the school. Changes made after publication of this catalog will be added as addenda to the back of this catalog.

The school expects its students to have knowledge of the information presented in this catalog and in other school publications, notices and updates.

SCHOOL CALENDAR

Qualified persons may enroll on any date the school's admissions office is open. New classes begin on a regularly scheduled basis. Actual start dates for the year may be obtained by contacting the school administration.

ADVISING

All faculty and staff are available to meet with students concerning their academic progress. The school gives the student personalized, friendly vocational guidance and helps with the achievement

of goals, aptitude evaluation, assistance in financial arrangements, scheduling training hours, and government-approved programs. Academic Review meetings are also available to address special matters. The Academic Review Committee is composed of the school director, dean, program coordinators, financial aid officers, and instructors. The school refers students to outside agencies when the student requests assistance.

PROGRAM MEASUREMENT

An academic year is equivalent to 900 clock hours and is a minimum of 26 weeks or 36 quarter credits and is a minimum of 30 weeks in length. One quarter credit unit is equal to twenty-five clock hours. Each program is defined by its individual academic requirements, which are listed in the course description section of this catalog.

ADMISSIONS POLICY

Admission into the school's Cosmetology, Esthetician or Manicurist programs require that the prospective student have a high school diploma or have a General Education Diploma (GED), or be age 18 and have completed the 10th grade or its equivalent. A copy of the high school diploma/GED, or high school transcript, or pass the USDOE ability to benefit test at the 10th grade level or higher will be required.

Admission into the school's Cosmetology, Esthetician or Manicurist programs require the applicant to present valid government issued ID and social security card.

All applicants must demonstrate an ability to benefit from continuing education in his or her chosen field by passing the Wonderlic Scholastic Level Exam (SLE) administered by the school. Upon successful completion of the exam, the applicant may be considered for enrollment. The minimum passing Wonderlic scores for each program are shown below:

Program	Minimum Score
Cosmetology	13
Esthetician	15
Manicurist	13

In addition to the institution's entrance evaluation, all non-high school graduates or recognized equivalent applying for postsecondary training programs must pass an USDOE approved test.

Admissions procedures include individual advising, explanation of course descriptions, admissions test, appointment with financial aid, enrollment, and orientation to the school regarding the policies, regulations and requirements for the various classes.

Each application, along with other information, is reviewed by a member of the school's Enrollment Review Board. If the applicant is accepted, he or she is notified immediately and may begin the enrollment process.

Upon acceptance and before entering classes, the applicant must complete an enrollment agreement. This agreement details the prospective student's and the school's obligations. The final decision to admit an applicant rests with the school's administration.

Transfer students will receive credit for certified hours received from other schools or states according to state law, and their program will be shortened and tuition will be adjusted accordingly. Milan Institute of Cosmetology does not recruit students already attending or admitted to another school offering a similar program of study.

ENGLISH ONLY

Milan Institute does not offer visa services to prospective students from other countries or English language services. Milan Institute does not offer English as a Second Language instruction. All instruction occurs in English.

DRUG AWARENESS

Milan Institute of Cosmetology maintains a drug-free campus and work place. Milan Institute of Cosmetology maintains a list of community drug rehabilitation centers that specialize in drug abuse treatment where, if help is needed, the student or employee may receive help. Milan Institute of Cosmetology **will not tolerate** any illegal drugs or alcohol being used on the campus. The school refers students to outside agencies when the student requests assistance. The school complies with Section 487 (a) (10) of the Higher Education Act, Amendments of 1986, concerning drug abuse prevention programs for students.

TUITION POLICY

It is the policy of the school that all tuition and fees are due and payable on the first day of attendance. Students must make other payment arrangements in advance of the first day of class with school officials. The school accepts payments in cash, check, MasterCard and Visa. Prices are subject to change.

STUDENT TUITION RECOVERY FUND (STRF)

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 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 from federal student financial aid programs. assessment, if either of the following applies:

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

SCHOLARSHIP STATEMENT

Graduate Scholarship

A graduate from Amarillo College of Hairdressing, Inc. is eligible for a \$1,000.00 tuition scholarship upon enrolling in a subsequent program with a minimum of 600 hours, (except for the Cosmetology Instructor program). For programs with less than 600 hours, a graduate is eligible for a \$200.00

scholarship. A graduate enrolling into a Cosmetology Instructor program is eligible for a \$500.00 tuition scholarship.

GED Scholarship

A \$1,000.00 GED Scholarship is available to all first year students entering a program offered at Milan Institute or Milan Institute of Cosmetology, who have successfully completed their GED Program within the last twelve months. Applications must be submitted to the Education Finance Advisor 30 days prior to entering the program, for consideration by a campus scholarship review committee. Recipient selection is based on an interview, application, essay, and letter of recommendation. GED test scores may also be considered in the application review process. Scholarship awards will be applied to the student's direct educational cost upon completion of their program.

FINANCIAL AID

Student Financial Aid is assistance which helps pay the cost of education. Funds included in this aid may be provided from several sources, including federal, state and private agencies. Most financial aid recipients receive a combination "package" comprised of more than one type of assistance program.

To begin the process of applying for most aid programs, including grants and loans, students must first complete the Free Application for Federal Student Aid (FAFSA). This document is in the primary resource for establishing eligibility for need-based aid at this institution. Grant aid is money that does not have to be repaid. Loan assistance includes borrowed money that will be repaid by the applicant.

The school participates in Title IV Federal Financial Assistance programs under authorization of the U.S. Department of Education, Office of Student Financial Assistance. Any student interested in obtaining Federal Aid should visit or call the financial aid office and request a Student Financial aid Guide or visit www.studentaid.ed.gov to view online federal assistance publications. All consumer information that is required to be disclosed pursuant to applicable financial aid programs is provided.

Title IV assistance may include grant aid from the Federal PELL Program and/or self help aid in the form of Direct Loans.

The information provided above and in referenced materials is not a guarantee of financial assistance. Individual need and circumstance must be evaluated to determine aid program eligibility. This need will be determined with and comply by all applicable federal, state and accreditation regulations.

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. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

METHODS OF DISBURSEMENT

All Federal financial assistance awarded by the school is disbursed according to Federal regulations.

DELINQUENT TUITION

The student is charged a \$10.00 late fee for payments received 10 days after the due date. Any student who is delinquent in payments to the school may be suspended or terminated from school, at the discretion of the administration, until the school receives payment or the student makes written payment arrangements acceptable to the school. Students are advised during the exit interview. If an amount is due, a payment schedule is arranged. If a student does not follow the payment guidelines, after 90 days his/her account will be turned over to the Corporation's collection agency. The student will be responsible for all costs associated with collection.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel this agreement for a course of instruction including any equipment or other goods and services included in the agreements, and receive a refund until midnight of the *fourteenth (14) calendar day* after the first class you attend. Cancellation shall occur when written Notice of Cancellation is given at the address of the school location where the student is attending. Notification can be by mail or hand deliver. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed and with correct postage prepaid. Any written expression that the student elects not to be bound by in this agreement will serve as Notice of Cancellation of this agreement if provided to the school within fourteen (14) calendar days of the first class the student is scheduled to attend. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less the registration fee not to exceed \$250. and less any deduction for equipment not returned in good condition (does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way) within 45 days after the notice is received. If you do not return equipment to the school, the school shall deduct the cost of the equipment (as specified on the Course Cost Addendum B of the Enrollment Agreement) from the amount of the refund.

REFUND POLICY

The student has the right to withdraw from the course of instruction at any time. If the student withdraws from the course after the period allowed for cancellation of the agreement stated above, he/she will receive a pro-rata refund of the amount being charged if he/she has completed 60% or less of the period of attendance being charged. The amount of that refund is to be "pro-rated" according to the portion of the period of attendance not completed, less the cost of any equipment returned in good condition and a registration fee not to exceed \$250. to be paid within 45 days of withdrawal. If the student obtains equipment, as specified in the agreement as a separate charge, and returns it in good condition (does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way) within 45 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by the student. If the student fails to return the equipment in good condition, allowing for reasonable wear and tear, within this 45-day period, the school may offset against the refund of the documented cost to the school of the equipment. The student shall be liable for the amount, if any, by which the documented cost of the equipment exceeds the pro-rated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. For a list of these charges, see Addendum B of the Enrollment Agreement. If the amount that the student has paid is more than the amount that is owed for the time of attendance, then a refund will be made within 45 days after the date of withdrawal. If the amount that is owed is more than the amount that has been paid, then the student must make arrangements to pay it.

For the purpose of determining a refund, the student is deemed to have withdrawn from a course of instruction when any of the following occur:

1. The student notifies the school of their withdrawal or the actual date of withdrawal, whichever is later.
2. The school terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; failure to meet financial obligations to the school; failure to return from a leave of absence.
3. After ten (10) consecutive days of absence for Cosmetology, Esthetician and Manicurist programs and five (5) consecutive days of absence for all other programs. The date of withdrawal shall be deemed the last date of recorded attendance.

PROGRAM OR COURSE CANCELLATION POLICY

If a program or course is cancelled subsequent to a student's enrollment, and before instruction in the program or course has begun, the school shall provide a full refund of all monies paid.

SCHOOL CLOSURE POLICY

If the school closes permanently and ceases to offer instruction after students have enrolled, or if a program is cancelled after students have enrolled or instruction has begun, the school will perform a prorated refund for those affected students.

RETURN OF TITLE IV FUNDS

The Return of Title IV Funds policy is based on "Earned" and "Unearned" aid at the time of withdrawal from the program. The school must determine how much "unearned" aid must be returned by the school and by the student.

Based on the formula set by the Federal Government for calculating the Return of Title IV funds, both the school and the student may be responsible for returning federal funds to their source. Keep in mind that the Return of Title IV funds calculation is separate from the school's refund policy. Please refer to the Student Financial Aid Consumer Information available from the school's financial aid department.

STUDENT FILES

The information in student files is confidential. A student's right to inspect these records is in accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended. Generally, we must have written permission from the student, parent or guardian before releasing any information from the student's financial aid record. However, the law allows us to disclose records, without consent, to the following:

A school MAY disclose education records without consent when:

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students;
 - The student is seeking or intending to enroll in another school;
 - The disclosure is to state or local educational authorities auditing or enforcing Federal or State supported education programs or enforcing Federal laws which relate to those
-

programs;

- The disclosure is to the parents of a student who is a dependent for income tax purposes;
- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
- The disclosure is pursuant to a lawfully issued court order or subpoena; or

The information disclosed has been appropriately designated as directory information by the school.

At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include the following:

- Name
- Home address
- Home telephone number
- Major field of study
- Dates of attendance
- Degrees and awards received

Students may withhold directory information by notifying the Office of the Registrar in writing in accordance with the procedures contained in the public notice designating directory information.

The school will provide the proper supervision and interpretation of the student records when they are being reviewed.

Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

VERIFICATION OF ATTENDANCE/TRANSCRIPTS

Graduates requiring official verification of attendance or transcripts to be sent to other educational institutions must submit such a request in writing. Allow 30 days for the verification of attendance or the transcript to be sent. A complete transcript will not be issued if a student has not met his/her financial obligations to Milan Institute of Cosmetology.

GRIEVANCE POLICY

When problems arise, students should make every attempt to resolve the issue by following the formal complaint procedure. The procedure is as follows:

1. Contact the instructor in charge to resolve the problem or complaint.
 2. If the issue cannot be resolved with the instructor, contact the dean of education to schedule a meeting to discuss the concern.
 3. If a solution cannot be reached with the dean, the dean will schedule a meeting with the school director to include the student, dean, and school director.
 4. If a mutual solution cannot be reached with the school director and dean, the student should submit a written complaint to the school's grievance committee. The committee will meet, review and respond with the committee's decision and/or resolution within 14 days of receipt of the letter. The committee is composed of at least one member from each of the following
-

departments:

- Education
 - Financial Aid
 - Administration
5. The student has the right to appeal the decision of the committee and submit the complaint letter to the President of the Amarillo College of Hairdressing, Inc. located at 1720 W. Walnut Avenue, Visalia, CA 93277; Fax: (559) 733-7831; Phone: (559) 735-3818 ext. 1012; Email: comments@milaninstitute.edu. The President's decision will be communicated to the student.
 6. The student has the right to appeal the decision of the President and submit the complaint letter to the school's state agencies and/or accrediting agency.
 - a. The school's accrediting agency is the National Accrediting Commission of Career Arts and Sciences (NACCAS) located at 4401 Ford Avenue, Suite 1300, Alexandria, VA, 22302, Phone: (703) 600-7600.
 - b. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.
 - c. The school has an additional state agency for cosmetology-related programs is the Board of Barbering and Cosmetology (BBC), P.O. Box 944226, Sacramento, CA, 94244, Phone: (800) 952-5210.

The school maintains its complaint log for at least two years.

NONDISCRIMINATION

Students are admitted, trained, and referred for employment without regard to age, race, color, creed, handicap, ethnic origin, gender, sex, sexual orientation, political affiliation, religion, or belief. No special services are provided for handicapped students. However, all doors, hallways, pay telephones, and restroom facilities are in compliance with standards for ADA access existing at the time of their construction or installation. Students are encouraged to visit the campus to determine its ability to meet their special needs. Students may discuss additional assistance they may require with the school director, who will attempt to assist them.

STUDENTS WITH DISABILITIES

Milan Institute is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the programs offered by Milan Institute.

Students requesting auxiliary aid and services must submit an Application for Auxiliary Aid, including supporting documentation, to the School Director. Applications must be submitted at least two weeks before classes commence, or as soon as possible. Supporting documentation must be in the form of a documented physical, medical, or psychological condition which has been verified by a professional. Delays in submission of all required documentation will delay a decision regarding the request for accommodation.

Decisions are made to grant or deny requests for accommodations within ten (10) business days of receipt of all requested documentation.

Upon approval of the request, the Campus Director and Dean of Education will develop a plan to meet the student's needs. The plan may include academic accommodations such as a reduced course load, interpreters, note takers or laboratory assistants and modifications for instructional methods.

Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy should be directed to the Corporate Compliance department via email at comments@milaninstitute.edu, or by calling (559) 735-3818 ext 1012.

STUDENT PHOTO RELEASE

Students attending Milan Institute of Cosmetology give the school the absolute right and permission to take photographs and/or video of them in class, in clinic or in lab for advertising, trade publications and/or any other lawful practice.

CAREER SERVICES

Milan Institute of Cosmetology offers career services to all graduates pursuing employment in their field of study. Services include assistance with creating resumes, guidance on how to conduct a job search, professionalism, and interview preparation. The Career Services staff develops and maintains close relationships with local businesses so that they may keep abreast of current employment opportunities to which graduates may be referred. Although no institution can guarantee employment, the Career Services staff at Milan Institute makes every effort to help ensure that each graduate is prepared to effectively compete in the job market as they pursue their new career.

COPYRIGHT INFRINGEMENT POLICY

Compliance with federal copyright law is expected of all students. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

You may "use" all or part of a copyrighted work only if (a) you have the copyright owner's permission, or (b) you qualify for a legal exception (the most common exception is called "fair use"). "Use" of a work is defined for copyright purposes as copying, distributing, making derivative works, publicly displaying, or publicly performing the work.

Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur on or over the school's networks or other computer resources may create liability for the school as well as the computer user.

Students who violate Copyright Infringement Policy are subject to disciplinary action, including suspension and termination.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

Legal Alternatives:

An extensive online list of legal downloading resources is available at <http://www.educause.edu/legalcontent>. EDUCAUSE, is a nonprofit organization committed to promoting the intelligent use of information technology to advance higher education. Resources on the list include websites such as Amazon MP3 Downloads, MediaNet and Best Buy.

VETERANS AND ELIGIBLE PERSONS RECEIVING EDUCATIONAL BENEFITS

In addition to the standard policies in this catalog, the following applies to veterans and eligible persons receiving education benefits. Refer to the appropriate sections of this catalog for complete Transfer of Credit Policy; Satisfactory Academic Progress; and Attendance policies.

Transfer of Credit Policy – Allied Health Programs

For veterans and eligible persons this institution will evaluate all previous education and training, grant credit when appropriate, reduce the length of the program proportionately, and keep prior transcripts and their evaluation on file.

Satisfactory Academic Progress

As with regular students, when progress of a student is unsatisfactory for an evaluation period, the student will be placed on financial aid warning. If, however, during the next progress period the student's progress is still unsatisfactory, VA will be promptly notified and student benefits will be suspended.

Attendance Probation

As with regular students, when progress is unsatisfactory, the student will be placed on probation for one month with the opportunity to meet minimum standards. At the end of this one month probationary period, if the student has not satisfied the specific requirements, the student may be placed on a secondary probationary period. VA will be promptly notified and student benefits will be suspended.

Leave of Absence

Students receiving veterans educational benefits will be reported to the Department of Veterans Affairs upon taking a leave of absence. They may be re-enrolled for educational benefits upon return to class.



COSMETOLOGY INFORMATION

AN INVESTMENT IN BEAUTY PAYS

If you want a career in cosmetology, Milan Institute of Cosmetology is the right choice for you. The exciting, ever changing world of cosmetology will always be a source of professional and financial rewards. The outlook for the profession has never been better, with women today striving to achieve the "Total Look," and more men are taking advantage of the salon scene and benefiting from style cuts, perms, manicures, and color. The work of the cosmetologist is challenging and very rewarding, with a very high income potential that can soon place you at a professional earning level. Since most salons pay on a commission basis, there is no ceiling on income in the cosmetology profession. Management presents even greater challenges, and salon ownership offers a sense of pride that every small business owner enjoys.

Choosing a lifetime career is one of the most important decisions you will ever make. To find out more about a career in cosmetology, how to become a part of this exciting profession and other information about Milan Institute of Cosmetology, please read this catalog carefully.

ADVISORY BOARD

The advisory board is composed of members chosen as experts in one or more specialized areas. These advisors serve as guest lecturers, perform demonstrations, judge competitions, and meet with faculty and students. Based on their years of experience as successful owners, managers, and self-employed professionals, they are an invaluable source of up-to-date information on advances in our field.

FACULTY

Milan Institute of Cosmetology staff members are experienced cosmetology instructors. In addition to meeting the educational requirements for licensing, each instructor has been thoroughly trained in the contemporary methods of hairstyling and techniques of hair design. A list of our faculty members can be found in the catalog insert.

STUDENT RATIO

One instructor per twenty-five students on campus.

ORIENTATION

New students are required to attend an orientation prior to the class start date. This meeting is to welcome new students and introduce them to the school's policies and procedures. During orientation many topics are discussed, including: school rules, regulations, financial aid questions, state board exams, grading, attendance, theory classes, clinic floor work, satisfactory progress, and project completions. Students are also given the opportunity to meet instructors, school staff, and other students and to ask questions about their training programs.

ENROLLMENT TIME

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within forty-five (45) days from the withdrawal date, or in the case of a leave of absence, the earlier of the documented date of scheduled return or the date the student notifies the institution that he/she will not be returning.

WITHDRAWAL

For the purpose of determining a refund, you are deemed to have withdrawn from a course of instruction when any of the following occur: (1) you notify the school of your withdrawal or of the date of your withdrawal, whichever is later; (2) the school withdraws your enrollment as provided in the Enrollment Agreement; (3) after ten consecutive days of absence; (4) after the expiration of a leave of absence or the date you notify the institution that you will not be returning, whichever is earlier.

SATISFACTORY ACADEMIC PROGRESS POLICY

All students are evaluated for satisfactory academic progress at the end of the first payment period or midpoint of the program or academic year, and at the end of the program or academic year.

Program midpoints are listed with each program outline.

Clock Hour Program

The student's academic progress is evaluated at the point the student successfully completes the required clock hours for that payment period. Students must maintain (1) an accumulative grade point average of 2.0, and (2) an attendance rate of 85% of the scheduled hours.

To successfully complete a program the student must complete 100% of the program requirements within no more than 150% of the program length, measured in scheduled hours.

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory progress until the next scheduled evaluation.

Grading

The school uses a four –point scale to determine academic standing according to the following grading chart:

90 - 100% = A = 4.0

80 - 89% = B = 3.0

70 - 79% = C = 2.0

60 -- 69% = D = 1.0

Below 60% = F = 0.0

"I" = Incomplete

Students receiving an incomplete will have two weeks from the end of the academic module to complete the required course work which will lead to the removal of the incomplete grade.

Incomplete Grades

An incomplete grade ("I") will not be computed in the student's grade point average if the completed work is finished within the time frame specified in the grading policy. If the incomplete work is not finished within this time frame, the incomplete grade "I" will revert to a letter grade based on an averaging of the grades achieved on all course work previously completed in the course. Incomplete courses will count toward courses attempted for the maximum time frame calculation for Academic Progress.

Course Repetition

Students are allowed to repeat a failed class one time, as long as completion does not exceed the maximum time frame of one and a half times the total program length. The highest grade received in the class will be issued to calculate the GPA. Students are also allowed one change of program during an academic year.

Students can receive financial aid for course repetition as long as the repeated coursework does not represent more than one repetition of a previously passed course, or a repetition of a previously passed course due to the student failing other coursework.

Grades of I (incomplete), and F (Failing) are not considered to be completed credits, however they do count as attempted credits in the progress calculation. Transfer hours and credits are accepted toward completion of a student's program as both hours/credits attempted and hours/credits completed.

Consequences of Failure to Meet Satisfactory Academic Progress Standards

A student failing to meet the minimum satisfactory progress listed above will be placed on a Financial Aid Warning for one evaluation period with the opportunity to meet minimum standards. If at the end of this Financial Aid Warning period the student has not satisfied the minimum requirements as outlined, the student will lose their eligibility for financial aid. To regain financial aid eligibility after this point, the student must make an appeal. After a successful appeal the student will be placed on SAP Probation status for one evaluation period as long as satisfactory academic progress standards can be met by the end of the subsequent evaluation period. If the student fails to meet the terms of the SAP Probation the student will lose financial aid eligibility.

While on a Financial Aid Warning or SAP Probation the student remains eligible for financial aid.

Students are notified in writing of satisfactory academic progress evaluation results. If students are failing to meet standards, a Financial Aid Warning or SAP Probation notice must be signed by the student confirming receipt. Students meeting progress will be notified of the results in writing with no confirmation signature required. A copy of all notification is maintained in the student file.

Appeal Procedure

A student who loses aid eligibility due to failure to maintain satisfactory academic progress may appeal the status. The student must submit a written appeal of the dismissal within one week of the date the school took action. The appeal should be addressed to the School Director. The reasons for which a student may appeal include death of a relative, an injury or illness of the student, death in the family, etc. Supporting documentation must accompany the written appeal. For example, an appeal based on illness of the student should include applicable medical documentation. After successful appeal, with an academic plan, the student will be placed on SAP Probation for the following evaluation/payment period. The student must be at satisfactory academic progress at the end of the probationary period or financial aid eligibility will be terminated.

The student's appeal must address the following:

The basis for the appeal – description of the special circumstances and, the reason why the student failed to meet the SAP standard(s) and,

what has changed in the student's situation so that he or she will now be able to meet SAP standards.

The student's written appeal and the documented results as determined by the institution are retained in the student file.

Re-enrollment/Re-entrance

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution in the same progress status as when they left.

Leave of Absence - Cosmetology related programs

A request for a leave of absence of up to 60 days must be made in writing prior to taking the leave. However, a leave may be granted within ten (10) days of the last day of attendance under mitigating circumstances. Such a request may be granted at the discretion of the school administration. Only one leave of absence may be granted during a twelve (12) month period. A leave of absence does not impact satisfactory academic progress status. Students may not receive disbursements or sign loan checks during the leave of absence.

A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. If the student fails to return from a leave of absence, the student is considered to have withdrawn from school as of the last date of attendance.

ATTENDANCE POLICY

Cosmetology Programs

Milan Institute of Cosmetology expects students to attend all classes at their scheduled times. Your training demands the same work attitudes required by employers or of yourself if you are planning to be self-employed. Student must maintain a cumulative attendance rate of 85%. If you are going to be absent or arrive late, you must notify the school office before 9:00 am. Proper arrangements will be made to service the customers previously scheduled for you. Notifying the school when you are absent or late shows consideration for your school, your customers and your fellow students.

Student attendance is evaluated monthly. If a student is not in attendance for two consecutive days, he/she will receive a phone call and/or letter of concern. After ten consecutive days of absences, the student will be automatically dropped unless he/she signed a leave of absence.

Attendance Probation

Students failing to meet the minimum attendance listed above will be placed on *Attendance Probation* for one month with the opportunity to meet minimum standards. At the end of this one month probationary period, if the student has not satisfied the specific requirements as outline above, the student may be placed on a second probation period. If at the end of the second probation period the student has not satisfied the specific requirements as outlined, he/she may be withdrawn from the program by the school. Absences due to mitigating circumstances maybe appealed per the Appeal/Reinstatement policy.

RULES OF CONDUCT

The school sets forth specific expectations for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goals during training can only enhance the graduate's potential for success. **Students are expected to:**

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Theory class is a critical part of your training.
2. Arrive for all classes on time. Students may not be allowed to attend class or to clock in until the scheduled class is dismissed. The determination will be made by school staff based on the circumstances causing the tardiness. Excessive tardiness may result in suspension. Students receiving veterans educational benefits will be reported to the Department of Veterans Affairs upon suspension.
3. Complete all assigned theory, practical and clinic assignments in the designated time frames. It is the student's responsibility to contact the instructor regarding makeup exams. The Final Transcript of Hours will not be released to the student or State Board until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.
4. Notify a staff member within one (1) hour of your start time of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
5. Notify a staff member when leaving the facility for any reason other than lunch time and closing.
6. Only perform services on clients after successfully completing the Phase One Requirements and have passed a written and practical competency evaluation.
7. Practice courtesy and professionalism at all times when dealing with other students, clients, instructors, staff and visitors.
8. Follow all state laws and regulations at all times during school.
9. Comply with the school's Satisfactory Progress Policy at all times. Failure to maintain satisfactory progress may cause loss of or delays in funding, delay in graduation and additional tuition charges.
10. Park only in the designated areas for student parking. Front row parking is ALWAYS reserved for client use. The school does provide parking for its students.
11. Know all pricing and service policies of the school and the name, purpose, benefits, procedures, and cost of products used.
12. Keep all student and client analysis and service records up to date.
13. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
14. Follow the policy personal services and product purchase. Student may receive personal services at a 50% discount off the client price. Students are charged to cover the cost of products, utilities, towels, etc. Students will receive a 25% discount on retail products. All services and products must be paid for at the time of purchase.
15. Strive to continually improve abilities through education and practice.

GROUNDS FOR DISCIPLINARY ACTION

The following types of social behavior that keep you and your fellow students from learning are not acceptable and may result in a warning, probation, suspension and/or termination. *Milan Institute of Cosmetology reserves the right to take any disciplinary action it deems necessary and reasonable under the circumstances.*

- a. Refusing to service an assigned customer or refusing to comply with the instructor's
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assignment.

- b. Unprepared to service assigned clients. Refusal to perform a clinic service will result in the student leaving for the day. Excessive refusals may result in termination.
- c. Not meeting student salon monthly expectations.
- d. Not involved in curriculum related activities at all times while clocked in.
- e. Discussing sexual activities or beliefs.
- f. Discussing unethical and unprofessional subject matter during school hours.
- g. Criticizing another student's work.
- h. Cursing; using foul language or vulgar language.
- i. Immoral or unprofessional conduct.
- j. Arguing with an instructor in the presence of another student or customer.
- k. Cheating, dishonesty or falsification of records.
- l. Consuming or possessing alcoholic beverages and/or illegal substances during school time or on school grounds.
- m. Not following time clock procedures by not clocking in and out to accurately to reflect hours in attendance. No student may clock in/out for others. If a student fails to clock in/ out, they will not receive credit for time in school.
- n. Non-compliance with the published dress code which includes students wearing the required name badge and practicing proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until in compliance.
- o. No smoking, chewing gum, eating and/or drinking except in designated areas.
- p. Not following scheduled breaks. The time for breaks will depend on the classes scheduled and the student salon floor services that are assigned. Students are required to clock out for a minimum of 30 minutes each day for a lunch break. Failure to do so may result in lost time. As consideration to fellow students, clients and instructors, please notify the school if you are not returning from a lunch break.
- q. Not following sanitation requirements. Understand that training involves sanitation, cleanliness and equipment care. Students are responsible for personal workstations and work areas. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all students to follow sanitation rules and practices at all times.
- r. Theft from a student, customer, or school (property and/or money) will result in immediate termination. Students are responsible for the security of their own property. The school is not responsible for lost, stolen, missing, and/or broken items.
- s. Willful destruction of property.
- t. Unauthorized personal visitors to the school. Guests will be asked to leave unless they are scheduled for a service in the student salon.
- u. Excessive time in the student lounge is not allowed. Students who are clocked in may not linger in the facility and distract other students from training responsibilities.
- v. Using the business phone or personal cellular phone for incoming or outgoing calls without the expressed permission of a staff member.
- w. Possession of weapons while on campus.
- x. Behavior which creates a safety hazard to self, students, faculty, or staff.
- y. Disrupting class or sleeping in class.

CHEATING POLICY

Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in

cheating or plagiarism, or knowingly furnishing false or misleading information to the school's Instructors or administrative staff. Students shall not engage in any of the following activities:

Give or receive advance information about quizzes, tests, or examinations;
Assist another student in dishonest practices
Present someone else's work or ideas as your own;
Have another person do work which is then submitted as their own;
Include another person's work as part of their work, without proper acknowledgement or documentation.

When a student is charged with cheating or plagiarism, and the Instructor has proof to back up the charges, or a student admits to the charges when confronted, the Instructor may handle the situation in the following ways:

1. Issue an oral warning or a written warning that will be put in the student's permanent academic file.
2. Issue the student an "F" or "0" on the assignment or test in question.
3. Issue the student an "F" for the entire class.
4. Refer the student to the school director for disciplinary action, which may include suspension or dismissal from the school.

STUDENT DISCOUNT

Student may receive personal services at a 50% discount off the client price. Students are charged to cover the cost of products, utilities, towels, etc. Students will receive a 25% discount on retail products. All services and products must be paid for at the time of purchase.

LEARNING RESOURCES

Cosmetology students follow *Milady's Standard Textbook of Cosmetology*. Esthetician students follow *Milady's Standard Fundamentals for Estheticians*. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

FORMAT

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The programs are presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the programs.

EQUIPMENT

All of Milan Institute of Cosmetology's students work with shampoo bowls and chairs, dryers, electrical cap, thermal hair straighteners, mannequins, manicure stations with chairs, facial chairs, dermal

lights, 8-in 1 function galvanic unit, manicure heater, paraffin wax heater, wax machine, pedicure tub and other equipment commonly found in salons and other locations where cosmetology services are performed. A classroom laptop, LCD projector and screen and marker boards are also used the Cosmetology program.

EXPENDABLE SUPPLIES

The school furnishes all expendable supplies used by the student for training. The student must purchase all supplies from the school that are for personal use.

GRADUATION REQUIREMENTS

Students must satisfactorily complete all required tests and practical assignments as outlined in their designated program. Students who fail to make the necessary grade will be given the opportunity to retake the subject. Upon successful completion of the program and payment in full of all tuition and fees, students will receive a Certificate of Completion and be eligible to sit for the State licensing exam.

All students are required to pass the school's final examination with a grade of not less than 70% on both practical and written exams prior to going to State Board. The student must also meet the requirements set forth by the Board of Barbering and Cosmetology prior to going to State Board.

LICENSING REQUIREMENTS

The general requirements for obtaining a cosmetology license, esthetician license or manicurist license are that all applicants must:

1. pass the State Board Examination;
2. pay the required fee; and
3. Supplies proof of successful completion of the 10th grade in California or its equivalent **and** has done any of the following:
 - a. completed a course in cosmetology from a school approved by the board *or* practiced cosmetology, as defined in this chapter, outside of California for a period of time equivalent to the study and training of a qualified person who has completed a course in a cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training of qualification under paragraph (1) of this subdivision *or*;
 - b. holds a license as a barber in California and has completed a cosmetology crossover course in a school approved by the board *or*;
 - c. completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board *or*;
 - d. completed the apprenticeship program in cosmetology specified in Article 4 (commencing with Section 7332).

GROUND FOR DENIAL OF A LICENSE

1. A board may deny a license regulated by this code on the grounds that the applicant has one of the following:
 - a. 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
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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

- b. Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or
 - c. Done any act which if done by a licentiate of the business or profession in question, would be grounds the board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.
2. 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.
 3. 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.
 - a. or suspension or revocation of license.
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Esthetician

600 Hours/25 Weeks/6 Months



The primary purpose of the Esthetician Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Esthetics or related career field.

Objectives:

Upon completion of the program requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skin care services, work with facial machines, hair removal and makeup.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

Occupations:

Skin Care Specialist 39-5094.00

Section A-3

SUBJECT - UNIT	HOURS OF TECHNICAL INSTRUCTION
Professional Development	35
State Law	20
Chemistry	25
Health/Safety/Hazardous Substances	40
Electricity	30
Disinfection and Sanitation	50
Anatomy/Physiology/Bacteriology	35
Manual Facials	90
Electrical Facials	100
Chemical Facials	85
Eyebrow Beautification	30
Makeup	20
Salon Business	40
Total Hours	600

Cosmetology

1,600 Hours/53 Weeks/13 Months



The primary purpose of the Cosmetology program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career field.

Objectives:

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

Occupations:

Cosmetologist, Hairstylist, and Hairdresser 39-5012.00; Manicurist and Pedicurist 39-5092.00

Externship:

The school encourages qualified students to obtain salon sponsors for participation in the state approved student externship program. It allows students who have completed 60% of the required practical requirements and 60% of the required hours to earn hours and participate in on-the-job training up to eight hours per week in an approved area salon. Total externship hours are limited to 160 hours. The student must meet the state board requirements, pass a written mid-term and practical competency evaluation, maintain Satisfactory Academic Progress according to the school's policy, be current on all written examinations, and meet any other eligibility requirements set forth by the school in order to participate. This is an excellent opportunity to reinforce the basic skills learned at the institution. It also facilitates an easier transition for the graduate from school to work.

COSMETOLOGY COURSE DESCRIPTIONS

State Law

Barbering and Cosmetology Act, Board Rules and Regulations

Chemistry

Chemical composition and purpose of cosmetic, nail, hair, and skin care preparations; chemical makeup, chemical skin peels, physical and chemical changes of matter, pH and pH scale

Health/Safety/Hazardous Substances

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

Electricity

Nature of electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment

Disinfection and Sanitation

Procedures to protect the health and safety of the consumer as well as the technician. Disinfecting instruments and equipment will be emphasized throughout training

Anatomy/Physiology/Bacteriology

Systems, cells, tissues, and organs; types and classifications of bacteria, viruses and fungi

Wet Hairstyling/Shampooing

Handling of implements used, molding arches and lines, fingerwaves, pin curls, stems & bases, roller curls stems and bases, style patterns artistry in hairstyling, comb-out techniques, product knowledge, safety precautions

Thermal Hairstyling

Handling of implements used, style patterns, artistry in hairstyling, hair analysis, straightening, waving, curling with hot combs, curling irons, blow dry styling, press and curl, product knowledge, safety precautions

Permanent Waving

Scalp & hair analysis, principal actions in chemical and heat perm waving, curling rods, procedures for normal, tinted, bleached, and problem hair, record cards/release statements, product knowledge, safety precautions

Chemical Straightening

Classifications, analysis of hair, chemistry of relaxers, use of sodium hydroxide and other base solutions, conditioners, product knowledge, record cards/release statements, safety precautions

Haircutting

Hair analysis; use of razor, scissors, electric clippers, and thinning shears

Haircoloring

Classifications, hair analysis, predisposition test, safety precautions, formula mixing, tinting, bleaching, dye removers, product knowledge, record cards/release statements, safety precautions

Scalp and Hair Treatments

Hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, other hair treatments

COSMETOLOGY COURSE DESCRIPTIONS

Facials

Manual including cleansing, scientific manipulations, packs, and masks; Electrical including the use of electrical modalities, dermal lights and electrical apparatus; Chemical including chemical skin peels, packs, masks, and scrubs

Hair Removal

Use of wax, tweezers, electric or manual, depilatories for removal of superfluous hair

Makeup

Skin analysis, complete and corrective makeup, lash and brow tinting, false eyelash application

Manicuring/Pedicuring

Water and oil manicure, nail analysis, hand and arm massage, complete pedicure, nail analysis

Artificial Nails

Acrylic, liquid, powder, nail tips, nail wraps, repairs

Salon Business

Fundamentals of business management, opening a salon, business plan, written agreements, licensing requirements and regulations, laws, salon operations, policies, practices, compensation packages, payroll deductions, taxes, telephone use, advertising, sales, public/human relations, employee and client relationships, Business administration, seeking employment, job readiness, salesmanship, insurance

Miscellaneous

To be applied by the Instructor to strengthen student performance, supervised field trips, and related training

Professional Development

Orientation, school rules and regulations, professional and personal development, professional ethics, professional image, personality development, life skills, communication skills

Cosmetology	450 actual attended hours
	900 actual attended hours
	1250 actual attended hours
	1600 actual attended hours

Section B-4

SUBJECT - UNIT	HOURS OF TECHNICAL INSTRUCTION
State Law	30
Chemistry	30
Health/Safety/Hazardous Substances	30
Electricity	15
Disinfection and Sanitation	45
Anatomy/Physiology/Bacteriology	40
Wet Hairstyling/Shampooing	275
Thermal Hairstyling	125
Permanent Waving	220
Chemical Straightening	70
Haircutting	120
Haircoloring	200
Scalp and Hair Treatments	25
Facials	105
Hair Removal	30
Makeup	25
Manicuring/Pedicuring	40
Artificial Nails	45
Salon Business	50
Professional Development	45
Miscellaneous	35
Total Hours	1,600

Manicurist

400 Hours/17 Weeks/4.25 Months

The primary purpose of the Manicurist program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Nail Care or related career fields.



Objectives: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including basic manicures, hot oil manicures, pedicures, a variety of artificial nail applications including tips, wraps, sculptured, gel, and acrylic, nail art/enhancements, nail repair techniques, sanitation, client communication, and professional practices.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, and methods for career development in manicuring and related fields.

Occupations: SOC Code 39-5092.00 Manicurist, Pedicurist

COURSE DESCRIPTIONS

MANICURING

Water and oil manicure, hot oil manicures, paraffin wax, polish application, nail analysis, hand and arm massage

PEDICURING

Complete pedicure, nail analysis, foot and ankle massage

ARTIFICIAL NAILS

Liquid, gel, powder brush-ons; supplies, procedure, filing, fills, repairs, nail analysis

NAIL TIPS, NAIL WRAPS AND REPAIRS

Application, Filing, Removal, Supplies, Maintenance, Nail Analysis

SALON BUSINESS AND PROFESSIONAL DEVELOPMENT

Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Taxes, Telephone Use, Advertising, Sales, Public/Human Relations, Employee and Client Relationships, Business Administration, Seeking Employment, Job Readiness, Salesmanship, Insurance, Orientation, School Rules and Regulations, Professional and Personal Development, Professional Ethics, Professional Image,

Section C-2

Personality Development, Life Skills, Communication Skills, Business Fundamentals Concepts and Techniques

STATE LAW

Barbering and Cosmetology Act, Boards Rules and Regulations

HEALTH/SAFETY/HAZARDOUS SUBSTANCES

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; chemistry related to manicure practices, including chemical

composition and purpose of nail care preparations

DISINFECTION AND SANITATION

Procedures to protect the health and safety of the consumer as well as the technician. Disinfecting instruments and equipment will be emphasized throughout training.

ANATOMY/PHYSIOLOGY/BACTERIOLOGY

Systems, cells, tissues, organs; types and classifications of bacteria, viruses and funguses, and nail analysis and conditions.

Manicurist 200 actual attended hours
 400 actual attended hours

SUBJECT - UNIT	HOURS OF TECHNICAL AND PRACTICAL INSTRUCTION
Manicuring	60
Pedicuring	40
Artificial Nails	90
Nail Tips, Nail Wraps, and Repairs	60
Salon Business and Professional Development	50
State Law	10
Health/Safety/Hazardous Substances	35
Disinfection and Sanitation	31
Anatomy/Physiology/Bacteriology	24
Total Hours	400

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

CATALOG INSERT

Amarillo College of Hairdressing, Inc. d/b/a

Effective: September 2012

MILAN INSTITUTE OF COSMETOLOGY

3238 South Fairway, Visalia, CA 93277

P: (559) 730-5350

F: (559) 733-7831

www.milaninstitute.edu

CLASS START CALENDAR

2012	Cosmetology - Day (Sat., Mon., Tues.)	Cosmetology - Day (Wed., Thurs., Fri.)	Cosmetology - Eve. (Mon - Fri)	Esthetician - Day (Thurs., Fri., Sat.)	Manicurist- Day (Sat., Mon., Tues.)	Manicurist- Day (Mon., Tues., Wed.)	Manicurist- Day (Thur., Fri., Sat.)
January	01/21/12	01/11/12	01/03/12 01/23/12	01/26/12			
February	02/04/12 02/19/11	02/08/12 02/22/12	No Start	No Start			
March	03/03/12 03/17/12	03/21/12	03/05/12 03/26/12	03/01/12			
April	04/14/12 04/28/12	04/04/12	No Start	04/05/12			
May	05/26/12	05/02/12 05/16/12	05/07/12 05/29/12	05/10/12			
June	06/09/12	06/13/12 06/27/12	No Start	06/14/12	06/30/12	06/25/12	06/28/12
July	07/14/12 07/28/12	No Start	07/16/12	07/26/12	07/28/12	07/23/12	07/26/12
August	08/25/12	08/01/12 08/15/12	08/06/12	08/30/12	08/18/12	08/13/12	08/16/12
September	09/08/12	09/12/12 09/26/12	09/17/12	No Start	09/15/12	09/10/12	09/13/12
October	10/06/12 10/20/12	10/24/12	10/08/12	10/04/12	10/13/12	10/08/12	10/11/12
November	11/17/12	11/07/12	11/19/12	11/08/12	11/10/12	11/05/12	11/08/12
December	12/08/12	12/12/12	12/10/12	12/20/12	12/15/12	12/10/12	12/13/12

STUDENT HOLIDAY CALENDAR

2012 STUDENT HOLIDAY CALENDAR	
New Year's Day - CLOSED	1/1/2012
New Year's Day (observed) - CLOSED	1/2/2012
Martin Luther King, Jr. Day - CLOSED	1/16/2012
President's Day - CLOSED	2/20/2012
Memorial Day - CLOSED	5/28/2012
Summer Break	7/1/2012 - 7/7/2012
Independence Day - CLOSED	7/4/2012
Labor Day - CLOSED	9/3/2012
Thanksgiving - CLOSED	11/22/2012 - 11/25/2012
Winter Break - (students only)	12/23/2012 - 12/31/2012
Christmas Day - CLOSED	12/25/2012

Milan Institute of Cosmetology - Visalia, CA
Schedule of Tuition and Costs
Catalog Insert

Cosmetology courses are taught at 3238 S. Fairway and 3356 S. Fairway, Visalia, CA 93277

All Esthetician courses are taught at 3238 S. Fairway, Visalia, CA 93277

Day Program	Effective Date	Registration Fee	Student Tuition Recovery Fund (STRF)	Books & Supplies with Tax	State Board Exam Kit	Tuition 1st Academic Year	Tuition 2nd Academic Year	TOTAL COST	
Cosmetology 1600 Hours	7/1/2012	\$100.00	\$47.50	\$2,730.72	\$125.00	\$9,098.33	\$7,076.48	\$19,178.03	
Evening Program	Effective Date	Registration Fee	Student Tuition Recovery Fund (STRF)	Books & Supplies with Tax	State Board Exam Kit	Tuition 1st Academic Year	Tuition 2nd Academic Year	TOTAL COST	
Cosmetology 1600 Hours	7/1/2012	\$100.00	\$47.50	\$2,773.24	\$125.00	\$9,098.33	\$7,076.48	\$19,220.55	
Program	Effective Date	Registration Fee	Student Tuition Recovery	Books with Tax	Supplies with Tax	State Board Exam Kit	Tuition 1st Payment Period	Tuition 2nd Payment Period	TOTAL COST
Esthetician 600 Hours	7/1/2012	\$100.00	\$25.00	\$774.42	\$908.60	\$95.00	\$3,827.52	\$3,827.52	\$9,558.06
Program	Effective Date	Registration Fee	Student Tuition Recovery	Books with Tax	Supplies with Tax	State Board Exam Kit	Total Tuition	TOTAL COST	
Manicurist 400 Hours	7/1/2012	\$100.00	\$10.00	\$669.12	\$799.49	\$45.00	\$2,365.00	\$3,988.61	

Additional Cost Disclosures:

Book Costs - Program costs are subject to increase or decrease due to publisher's book pricing or upgrade of the books used in the program. You will only be charged for the books you receive.

Cosmetology and Esthetician Programs - Extended Contract Period: If the program is not completed by the contract end date on the enrollment agreement, a fee of \$9.00 will be charged per scheduled hours remaining after the contract end date. The additional fee may be waived only with the written consent of the School upon demonstration of circumstance warranting such a waiver.

Student Tuition Recovery Fund (STRF)

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and

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.

Catalog Staff Insert

Milan Institute of Cosmetology
3238 South Fairway Ave
Visalia, CA 93277
www.milaninstitute.edu

P: (559) 730-5350

Effective: November 2012

Administration

School Director	Michael Niksa	Customer Service Specialist	OPEN
Dean of Education	Cassandra Fisher	Customer Service Specialist	Luz Nunez
Admissions Representative	Patricia Villegas	Customer Service Specialist	Belen Garcia
Admissions Representative	Alissa Hall	Customer Service Specialist	Dallas Becerra
Career Services	Karen Moya	Dispensing	OPEN
Education Finance Advisor	Maria Mancillas	Dispensing	OPEN
Education Finance Advisor	Rosalinda Arzola	Inventory Specialist	Lori Figueroa
Registrar	Michelle Brewster		

Faculty

Cosmetology Instructor	Susan Alberti	Cosmetologist - 41 years of experience.
Cosmetology Instructor	Roxanne Callahan	Cosmetologist - 33 years experience
Cosmetology Instructor	Gloria Pastrana	Cosmetologist - 16 years experience
Cosmetology Instructor	Lupe Sanchez	Cosmetologist - 47 years experience
Cosmetology Instructor	Mary Ruehle	Cosmetologist - 25 years experience
Cosmetology Instructor	Gina Kaiser	Cosmetologist - 16 years experience
Cosmetology Instructor	Marla Ehoff	Cosmetologist - 32 years experience
Cosmetology Instructor	Sherri Horn	Cosmetologist - 17 years experience
Cosmetology Instructor	Kassia Rodriguez	Cosmetologist - 6 years experience
Cosmetology Instructor	Martha Tapleras	Cosmetologist - 14 years experience
Cosmetology Instructor	Melissa Silva	Cosmetologist - 22 years experience
Cosmetology Instructor	Sarah Alvarado	Cosmetologist - 6 years experience
Cosmetology Instructor	Juanicia Flores	Cosmetologist - 3 years experience
Manicurist Instructor	Lorraine Gasper	Cosmetologist - 26 years experience
Manicurist Instructor	Nicole Hernandez	Cosmetologist - 18 years experience

COSMETOLOGY

OPEID 022482

CIP CODE 12.0401

CREDENTIAL LEVEL – 01 Certificate of Completion
CALIFORNIA

Campus Location

- MIC Visalia
- MIC Fairfield
- MIC Concord
- MIC La Quinta

Tuition & Fees

\$16,322.31
\$16,322.31
\$16,322.32
\$16,322.32

Books & Supplies

\$2,898.24
\$2,842.19
\$2,877.50
\$2,849.41

On Time Graduation Rate 7/1/2011-6/30/2012

31.80%

Based on the number of students that completed the program during the most recently completed award year for which information is available divided by the number of students within normal time.

Accreditation Placement Rate

Based in the formula used by the accrediting agency by program as reported on the last annual report

- MIC Visalia
- MIC Fairfield
- MIC Concord
- MIC La Quinta

65.14%
67.57%
72.50%
n/a%

State Placement Rate

Based on the formula used by the state agency by program as reported on the last annual report.

- MIC Visalia
- MIC Fairfield
- MIC Concord
- MIC La Quinta

30.00%
37.50%
63.33%
76.92 %

Median Loan Debt

Title IV

\$8,166.00

Private Education Loans

\$0.00

Institutional Finance Plans

\$0.00

Common Occupations	Standard Occupational Code	Summary of Standard Occupational Code Website Address
Cosmetologist, Hairstylist, Barber Stylist, Manager Stylist	39-5012.00	http://www.onetonline.org/link/summary/39-5012.00
Manicurist, Pedicurist, Nail Technician	39-5092.00	http://www.onetonline.org/link/summary/39-5092.00

REVISED 11/1/12

ESTHETICIAN**OPEID 022482****CIP CODE 12.0409****CREDENTIAL LEVEL – 01 Certificate of Completion
CALIFORNIA**

Campus Location	Tuition & Fees	Books & Supplies
• MIC Visalia	\$7,780.04	\$1,778.02
• MIC Fairfield	\$7,780.04	\$1,748.92
• MIC Concord	\$7,780.04	\$1,744.71
• MIC La Quinta	\$7,780.04	\$1,744.13

On Time Graduation Rate 7/1/2011-6/30/2012 59.26%

Based on the number of students that completed the program during the most recently completed award year for which information is available divided by the number of students within normal time.

Accreditation Placement Rate

Based in the formula used by the accrediting agency by program as reported on the last annual report

• MIC Visalia	n/a%
• MIC Fairfield	60.00%
• MIC Concord	76.60%
• MIC La Quinta	n/a%

State Placement Rate

Based on the formula used by the state agency by program as reported on the last annual report.

• MIC Visalia	n/a%
• MIC Fairfield	100 %
• MIC Concord	52.17%
• MIC La Quinta	n/a%

Median Loan Debt

<i>Title IV</i>	\$6,333.00
<i>Private Education Loans</i>	\$0.00
<i>Institutional Finance Plans</i>	\$0.00

Common Occupations	Standard Occupational Code	Summary of Standard Occupational Code Website Address
Esthetician Aesthetician Skin Care Specialist Skin Care Therapist Spa Technician Facialist Medical Esthetician Nurse Esthetician Skin Care Technician	39-5012.00	http://www.onetonline.org/link/summary/39-5012.00

MANICURIST

OPEID 022482

CIP CODE 12.0410

CREDENTIAL LEVEL – 01 Certificate of Completion
CALIFORNIA

Campus Location	Tuition & Fees	Books & Supplies
• MIC Visalia	\$2,475.00	\$1,513.61
• MIC Fairfield	\$2,475.00	\$1,505.11
• MIC Concord	\$2,475.00	\$1,523.81
• MIC La Quinta	\$2,475.00	\$1,510.22

On Time Graduation Rate 7/1/2011-6/30/2012

n/a%

Based on the number of students that completed the program during the most recently completed award year for which information is available divided by the number of students within normal time.

Accreditation Placement Rate

Based in the formula used by the accrediting agency by program as reported on the last annual report

• MIC Visalia	n/a %
• MIC Fairfield	n/a %
• MIC Concord	n/a %
• MIC La Quinta	n/a %

State Placement Rate

Based on the formula used by the state agency by program as reported on the last annual report.

• MIC Visalia	n/a %
• MIC Fairfield	n/a %
• MIC Concord	n/a %
• MIC La Quinta	n/a %

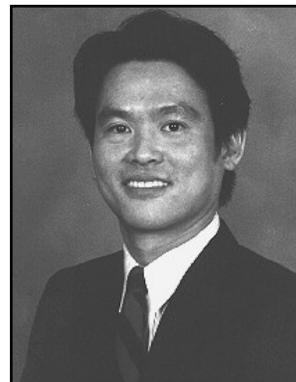
Median Loan Debt

<i>Title IV</i>	\$ n/a
<i>Private Education Loans</i>	\$ n/a
<i>Institutional Finance Plans</i>	\$ n/a

Common Occupations	Standard Occupational Code	Summary of Standard Occupational Code Website Address
Manicurist, Pedicurist, Nail Technician	39-5092.00	http://www.onetonline.org/link/summary/39-5092.00

Letter from the President

Welcome to



In Fairfield !

If your goal is to receive quality education and hands-on training in your chosen career, then Milan Institute of Cosmetology is here to assist you. Our primary objective is to provide the education, training and job placement assistance that you will need to succeed in your new field.

Our faculty members offer academic credentials with years of training and/or work experience in their areas of specialization. Our administrative staff is committed to providing the individual attention every student needs. Most importantly, our team has the enthusiasm to motivate our students to increase their knowledge, skill level and employability.

We invite you to make an appointment to visit our campus and talk to one of our Admissions Representatives. We are confident that Milan Institute of Cosmetology offers the training you need to reach your career goals.

Our reputation is based on your success.

A handwritten signature in black ink that reads "Gary Yasuda".

Gary Yasuda, President

Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology

Milan Institute of Cosmetology
Main Campus
2400 27th Avenue
Amarillo, TX 79103
(806) 371-7600

Milan Institute of Cosmetology
Branch Campus
5403 Walzem Road
San Antonio, TX 78218
(210) 656-1991

&
Branch Campus Extension Campus
605 SW Military Drive 707 SW Military Dr.
San Antonio, TX 78221
(210) 922-5900
&
George Dieter #207
El Paso, TX 79936
(915) 857-4444

Milan Institute of Cosmetology
Branch Campus
934 Missouri Street
Fairfield, CA 94533
(707) 425-2288

Milan Institute of Cosmetology
Branch Campus & Extension Campus
3238 S. Fairway 3356 S. Fairway
Visalia, CA 93277
(559) 730-5350

Milan Institute of Cosmetology
Branch Campus
47120 Dune Palms
Suites C-2, D and E
La Quinta, CA 92253
(760) 771-5520

Milan Institute of Cosmetology
Branch Campus
2150 John Glenn Drive
Concord, CA 94520
(925) 686-8100

Milan Institute of Cosmetology
Branch Campus
1050 Matley Lane
Reno, NV 89502
(775) 784-7171

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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.

Any questions a student may have regarding this catalog that have not been satisfactory answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818 West Sacramento, CA 95798-0818, (916) 574-7720 or (888) 370-7589 www.bppe.ca.gov

The information in this catalog is true and correct to the best of my knowledge.



Gary Yasuda, President
Amarillo College of Hairdressing, Inc.
d/b/a Milan Institute of Cosmetology

Effective April 2012—March 2013

PHILOSOPHY

Milan Institute of Cosmetology recognizes that people attend college for a variety of reasons—from increasing their knowledge to enhancing their skills and employability. Our Mission is to meet the needs of students and employers by offering quality educational programs that prepare graduates for employment in cosmetology and related fields with solid growth potential.

OBJECTIVES

The principal objective of Milan Institute of Cosmetology is to promote a high level of distinction in its faculty, students, and educational programs. Only through quality training will the school produce graduates of all courses who will not only be successful, but will also be of service to their community. The course of study and activities are designed to provide a solid foundation from which our graduates may take advantage of the many opportunities available in the world of cosmetology. We understand our obligation to our students, alumni, and community, and constantly seek more effective ways to meet these commitments.

HISTORY

May 1968: Jess Prince purchased Amarillo College of Hairdressing.

May 1988: Amarillo College of Hairdressing moved to its current location at 2400 East 27th Avenue, Amarillo, TX 79103. Mr. Prince was president of the Texas Association of Cosmetology Schools. He was a salon owner for 27 years and a school owner for 32 years.

1993: Robert and Mary Fikes opened Fikes Beauty Academy located at 8004 Crosscreek, San Antonio, TX 78218.

1996: Bich-Ha, Luan Nguyen, Ann Vasquez, and Rosie Vasquez-Moncada opened Texas Beauty College on Loop 410 in San Antonio, TX.

November 1999: Michael and Linda Gore purchased Everett Beauty Academy.

January 2002: Gary Yasuda and James M. Yasuda purchased Amarillo College of Hairdressing, Inc. from Mr. Prince. The Yasudas own and operate private postsecondary schools in Texas, Idaho, Washington, Nevada, and California. The Yasudas changed the school name from Amarillo College of Hairdressing to Amarillo College of Beauty.

November 2003: Amarillo College of Hairdressing, Inc. purchased Fikes Beauty Academy as a main campus.

November 2003: Amarillo College of Hairdressing, Inc. changed the school name from Fikes Beauty Academy to Texas Beauty College.

January 2004: Amarillo College of Hairdressing, Inc. purchased Texas Beauty College on Loop 410 in San Antonio, TX as a main campus.

January 2005: Amarillo College of Hairdressing, Inc. purchased Everett Beauty Academy as a main campus.

March 2005: Amarillo College of Hairdressing, Inc. changed the school name from Texas Beauty College located on Loop 410 in San Antonio, TX to Milan Institute of Cosmetology.

March 2005: Amarillo College of Hairdressing, Inc. changed the school name from Everett Beauty Academy to Milan Institute of Cosmetology.

March 2005: Texas Beauty College moved from 8004 Crosscreek to its current location at 5403 A Walzem Rd., San Antonio, TX 78218.

March 2005: Amarillo College of Hairdressing, Inc. changed the school names from Amarillo College of Beauty and Texas Beauty College located on 5403 Walzem Rd., San Antonio, TX 78218 to Milan

Institute of Cosmetology .

December 2005: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 731 A West Shaw Avenue, Clovis, CA 93612.

October 2006: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 605 SW Military Drive, San Antonio, TX 78221.

May 2007: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received BPPVE approval to operate campuses located at 934 Missouri Street, Fairfield, CA 94533 and 3328 S. Fairway, Visalia, CA 93277.

August 2007: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received BBC approval to operate the campus located at 934 Missouri Street, Fairfield, CA 94533 and the campus opened.

December 2007: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received NACCAS approval for the school located at 934 Missouri Street, Fairfield, CA 94533.

April 2008: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received NACCAS approval for the school located at 3238 Fairway Street, Visalia, CA 93277.

April 2008: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 1050 Matley Lane, Reno, NV 89502.

September 2008: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 2150 John Glenn Drive, Concord, CA 94520.

January 2009: James Yasuda, O.D. retired from Amarillo College of Hairdressing, Inc.

May 2009: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 2822 "F" Street, Bakersfield, CA 93301.

December 2009: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 47120 Dune Palms Suites C-2, D, E, La Quinta, CA 92253.

August 2010: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 1021 W. Hemingway, Nampa, ID 83651.

August 2010: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 1580 George Dieter #207, El Paso, TX 79936.

January 2012: Golden State Business College, Inc. d/b/a Milan Institute and Academy of Court Reporting, Inc. d/b/a Milan Institute merged with Amarillo College of Hairdressing, Inc. d/b/a Milan Institute and Milan Institute of Cosmetology.

GOVERNING BODY

Amarillo College of Hairdressing, Inc., a Texas Corporation, and Gary Yasuda, President, own Milan Institute and Milan Institute of Cosmetology .

APPROVALS AND ACCREDITATION

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology, is licensed by the Department of Consumer Affairs:

Department of Consumer Affairs
Board of Barbering and Cosmetology (BBC)
P.O. Box 944226
Sacramento, CA 94244
(916) 445-0713

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology, is accredited by the:

National Accrediting Commission of Career Arts and Sciences (NACCAS)

4401 Ford Avenue, Suite 1300

Alexandria, VA 22302

Phone: (703) 600-7600

STATE OF CALIFORNIA

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology is a private institution with approval to operate in the State of California based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which was effective January 1, 2010. Milan Institute of Cosmetology in Visalia, Fairfield, Concord, and La Quinta CA under Section 94890(a)(1) of CPPEA, is approved to operate by means of accreditation until January 31, 2012.

An application for renewal of approval by means of accreditation has been submitted to the Bureau for Private Postsecondary Education and is pending review .

The act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

(916) 574-7720 or (888) 370-7589

www.bppe.ca.gov

RECOGNITION

U.S. Department of Education

Milan Institute of Cosmetology is authorized to participate in Title IV programs for student financial aid assistance per the Higher Education Act of 1965, as amended by the U.S. Department of Education.

SPECIALIZED PROGRAM APPROVALS

Milan Institute of Cosmetology in Fairfield, California is approved for the training of Veterans and eligible persons under provisions of Title 38, United State Code. The admissions office has a list of veteran approved programs.

MEMBERSHIPS

Milan Institute of Cosmetology or its faculty hold memberships in the following organizations:

California Association of Private Postsecondary Schools, California Association of Student Financial Aid Administrators and is a Nationally Accredited Member of the Better Business Bureau.

BANKRUPTCY STATEMENT

The Milan Institute has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

SCHOOL FACILITY

The Milan Institute of Cosmetology facility located at 934 Monroe St., Fairfield, CA consists of 11,500 sq. ft. including separate classrooms, clinic floors with beginning and advanced sections, dispensary, break area, and administrative offices.

STUDENT HOUSING

Student housing is not available on campus. There are multiple housing units available in the community and students will need to make their own housing and boarding arrangements.

NOTICE CONCERNING TRANSFERABILITY OF UNITS EARNED AT OUR SCHOOL

The transferability of credits you earn at this institution is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution 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 education goals. This may include contacting an institution to which you may seek to transfer after attending this one to determine if your certificate will transfer. Milan Institute has not entered into any articulation agreements or relationships with other educational entities.

CHANGES BY THE SCHOOL

To maintain an innovative approach to continuing education, Milan Institute of Cosmetology reviews its policies and curriculum periodically and makes necessary revisions.

Milan Institute of Cosmetology reserves the right to change the programs offered, start dates, tuition rates, fees, admission policies, attendance requirements, and other rules concerning the school.

These changes will follow the regulations of government agencies which monitor the school. Changes made after publication of this catalog will be added as addenda to the back of this catalog.

The school expects its students to have knowledge of the information presented in this catalog and in other school publications, notices and updates.

SCHOOL CALENDAR

Qualified persons may enroll on any date the school's admissions office is open. New classes begin on a regularly scheduled basis. Actual start dates for the year may be obtained by contacting the school administration.

ADVISING

All faculty and staff are available to meet with students concerning their academic progress. The school gives the student personalized, friendly vocational guidance and helps with the achievement of goals, aptitude evaluation, assistance in financial arrangements, scheduling training hours, and government-approved programs. Academic Review meetings are also available to address special matters. The Academic Review Committee is composed of the school director, dean, program coordinators, financial aid officers, and instructors. The school refers students to outside agencies

when the student requests assistance.

PROGRAM MEASUREMENT

An academic year is equivalent to 900 clock hours and is a minimum of 26 weeks or 36 quarter credits and is a minimum of 30 weeks in length. One quarter credit unit is equal to twenty-five clock hours. Each program is defined by its individual academic requirements, which are listed in the course description section of this catalog.

ADMISSIONS POLICY

Admission into the school's Cosmetology and Esthetician program requires that the prospective student have a high school diploma or have a General Education Diploma (GED), or be age 18 and have completed the 10th grade or its equivalent. A copy of the high school diploma/GED, or high school transcript, or pass the USDOE ability to benefit test at the 10th grade level or higher will be required.

Admission into the school's Cosmetology and Esthetician requires the applicant to present valid government issued ID and social security card.

All applicants must demonstrate an ability to benefit from continuing education in his or her chosen field by passing the Wonderlic Scholastic Level Exam (SLE) administered by the school. Upon successful completion of the exam, the applicant may be considered for enrollment. The minimum passing Wonderlic scores for each program are shown below:

Program	Minimum Score
Cosmetology	13
Esthetician	15

In addition to the institution's entrance evaluation, all non-high school graduates or recognized equivalent, applying for postsecondary training programs are required to pass an approved ability to benefit test approved by the U.S. Department of Education.

Admissions procedures include individual advising, explanation of course descriptions, admissions test, appointment with financial aid, enrollment, and orientation to the school regarding the policies, regulations and requirements for the various classes.

Each application, along with other information, is reviewed by a member of the school's Enrollment Review Board. If the applicant is accepted, he or she is notified immediately and may begin the enrollment process.

Upon acceptance and before entering classes, the applicant must complete an enrollment agreement. This agreement details the prospective student's and the school's obligations. The final decision to admit an applicant rests with the school's administration.

Transfer students will receive credit for certified hours received from other schools or states according to state law, and their program will be shortened and tuition will be adjusted accordingly. Milan Institute of Cosmetology does not recruit students already attending or admitted to another

school offering a similar program of study.

ENGLISH ONLY

Milan Institute of Cosmetology does not train in English as a second language. All classes are taught in English only.

DRUG AWARENESS

Milan Institute of Cosmetology maintains a drug-free campus and work place. Milan Institute of Cosmetology maintains a list of community drug rehabilitation centers that specialize in drug abuse treatment where, if help is needed, the student or employee may receive help. Milan Institute of Cosmetology **will not tolerate** any illegal drugs or alcohol being used on the campus. The school refers students to outside agencies when the student requests assistance. The school complies with Section 487 (a) (10) of the Higher Education Act, Amendments of 1986, concerning drug abuse prevention programs for students.

TUITION POLICY

It is the policy of the school that all tuition and fees are due and payable on the first day of attendance. Students must make other payment arrangements in advance of the first day of class with school officials. The school accepts payments in cash, check, MasterCard and Visa. Prices are subject to change.

STUDENT TUITION RECOVERY FUND (STRF)

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 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.

SCHOLARSHIP STATEMENT

Milan Institute of Cosmetology offers a scholarship opportunity to those that qualify and are Milan Institute or Milan Institute of Cosmetology graduates. Please contact school administration for details.

Performance Scholarship

Those Cosmetology program students in good academic standing and that have maintained a 98% accumulative attendance each month until the end of each academic year will be eligible for the Performance Scholarship award. The institution will award students in the Cosmetology program meeting the scholarship criteria with a tuition voucher in the amount of \$500 for each academic year.

Graduate Scholarship

A graduate from Amarillo College of Hairdressing, Inc.. is eligible for a \$1,000.00 tuition scholarship upon enrolling in a subsequent program within the corporations listed, with the exception of enrolling into a Cosmetology Instructor program. A graduate enrolling into a Cosmetology Instructor program will be eligible for a \$500.00 tuition scholarship.

FINANCIAL AID

Student Financial Aid is assistance which helps pay the cost of education. Funds included in this aid may be provided from several sources, including federal, state and private agencies. Most financial aid recipients receive a combination “package” comprised of more than one type of assistance program.

To begin the process of applying for most aid programs, including grants and loans, students must first complete the Free Application for Federal Student Aid (FAFSA). This document is in the primary resource for establishing eligibility for need-based aid at this institution. Grant aid is money that does not have to be repaid. Loan assistance includes borrowed money that will be repaid by the applicant.

The school participates in Title IV Federal Financial Assistance programs under authorization of the U.S. Department of Education, Office of Student Financial Assistance. Any student interested in obtaining Federal Aid should visit or call the financial aid office and request a Student Financial aid Guide or visit www.studentaid.ed.gov to view online federal assistance publications.

Title IV assistance may include grant aid from the Federal PELL Program and/or self help aid in the form of Direct Loans.

The information provided above and in referenced materials is not a guarantee of financial assistance. Individual need and circumstance must be evaluated to determine aid program eligibility. This need will be determined with and comply by all applicable federal, state and accreditation regulations.

METHODS OF DISBURSEMENT

All Federal financial assistance awarded by the school is disbursed according to Federal regulations.

DELINQUENT TUITION

The student is charged a \$10.00 late fee for payments received 10 days after the due date. Any student who is delinquent in payments to the school may be suspended or terminated from school, at the discretion of the administration, until the school receives payment or the student makes written payment arrangements acceptable to the school. Students are advised during the exit interview. If an amount is due, a payment schedule is arranged. If a student does not follow the payment guidelines, after 90 days his/her account will be turned over to the Corporation's collection agency. The student will be responsible for all costs associated with collection.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel this agreement for a course of instruction including any equipment or other goods and services included in the agreements, and receive a refund until midnight of the *fourteenth (14) calendar day* after the first class you attend. Cancellation shall occur

when written Notice of Cancellation is given at the address of the school location where the student is attending. Notification can be by mail or hand deliver. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed and with correct postage prepaid. Any written expression that the student elects not to be bound by in this agreement will serve as Notice of Cancellation of this agreement if provided to the school within fourteen (14) calendar days of the first class the student is scheduled to attend. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less the registration fee not to exceed \$250. and less any deduction for equipment not returned in good condition (does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way) within 45 days after the notice is received. If you do not return equipment to the school, the school shall deduct the cost of the equipment (as specified on the Course Cost Addendum B of the Enrollment Agreement) from the amount of the refund.

REFUND POLICY

The student has the right to withdraw from the course of instruction at any time. If the student withdraws from the course after the period allowed for cancellation of the agreement stated above, he/she will receive a pro-rata refund of the amount being charged if he/she has completed 60% or less of the period of attendance being charged. The amount of that refund is to be “pro-rated” according to the portion of the period of attendance not completed, less the cost of any equipment returned in good condition and a registration fee not to exceed \$250. to be paid within 45 days of withdrawal. If the student obtains equipment, as specified in the agreement as a separate charge, and returns it in good condition (does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way) within 45 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by the student. If the student fails to return the equipment in good condition, allowing for reasonable wear and tear, within this 45-day period, the school may offset against the refund of the documented cost to the school of the equipment. The student shall be liable for the amount, if any, by which the documented cost of the equipment exceeds the pro-rated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. For a list of these charges, see Addendum B of the Enrollment Agreement. If the amount that the student has paid is more than the amount that is owed for the time of attendance, then a refund will be made within 45 days after the date of withdrawal. If the amount that is owed is more than the amount that has been paid, then the student must make arrangements to pay it..

For the purpose of determining a refund, the student is deemed to have withdrawn from a course of instruction when any of the following occur:

1. The student notifies the school of their withdrawal or the actual date of withdrawal, whichever is later.
 2. The school terminates the student’s enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; failure to meet financial obligations to the school; failure to return from a leave of absence.
 3. After ten (10) consecutive days of absence for Cosmetology and Esthetician programs and five (5) consecutive days of absence for all other programs. The date of withdrawal shall be deemed the last date of recorded attendance.
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PROGRAM OR COURSE CANCELLATION POLICY

If a program or course is cancelled subsequent to a student's enrollment, and before instruction in the program or course has begun, the school shall provide a full refund of all monies paid.

SCHOOL CLOSURE POLICY

If the school closes permanently and ceases to offer instruction after students have enrolled, or if a program is cancelled after students have enrolled or instruction has begun, the school will perform a prorated refund for those affected students.

RETURN OF TITLE IV FUNDS

The Return of Title IV Funds policy is based on "Earned" and "Unearned" aid at the time of withdrawal from the program. The school must determine how much "unearned" aid must be returned by the school and by the student.

Based on the formula set by the Federal Government for calculating the Return of Title IV funds, both the school and the student may be responsible for returning federal funds to their source. Keep in mind that the Return of Title IV funds calculation is separate from the school's refund policy. Please refer to the Student Financial Aid Consumer Information available from the school's financial aid department.

STUDENT FILES

The information in student files is confidential. A student's right to inspect these records is in accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended. Generally, we must have written permission from the student, parent or guardian before releasing any information from the student's financial aid record. However, the law allows us to disclose records, without consent, for the following reasons:

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students;
- The student is seeking or intending to enroll in another school;
- The disclosure is to state and local educational authorities, the school's accrediting agency, those agencies auditing or enforcing Federal or State supported education programs, and those enforcing Federal laws which relate to those programs;
- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
- The disclosure is pursuant to a lawfully issued court order or subpoena; or;

The information disclosed has been appropriately designated as directory information by the school.

At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include the following:

- Name
 - Home address
 - Home telephone number
 - Major field of study
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- Dates of attendance
- Degrees and awards received

Students may withhold directory information by notifying the Office of the Registrar in writing in accordance with the procedures contained in the public notice designating directory information. Each third party request requires the student's written request.

The school will provide the proper supervision and interpretation of the student records when they are being reviewed.

VERIFICATION OF ATTENDANCE/TRANSCRIPTS

Graduates requiring official verification of attendance or transcripts to be sent to other educational institutions must submit such a request in writing. Allow 30 days for the verification of attendance or the transcript to be sent. A complete transcript will not be issued if a student has not met his/her financial obligations to Milan Institute of Cosmetology.

GRIEVANCE POLICY

When problems arise, students should make every attempt to resolve the issue by following the formal complaint procedure. The procedure is as follows:

1. Contact the instructor in charge to resolve the problem or complaint.
 2. If the issue cannot be resolved with the instructor, contact the dean of education to schedule a meeting to discuss the concern.
 3. If a solution cannot be reached with the dean, the dean will schedule a meeting with the school director to include the student, dean, and school director.
 4. If a mutual solution cannot be reached with the school director and dean, the student should submit a written complaint to the school's grievance committee. The committee will meet, review and respond with the committee's decision and/or resolution within 14 days of receipt of the letter. The committee is composed of at least one member from each of the following departments:
 - Education
 - Financial Aid
 - Administration
 5. The student has the right to appeal the decision of the committee and submit the complaint letter to the President of the Amarillo College of Hairdressing, Inc. located at 1720 W. Walnut Avenue, Visalia, CA 93277; Fax: (559) 733-7831; Phone: (559) 735-3818 ext. 1012; Email: comments@milaninstitute.edu. The President's decision will be communicated to the student.
 6. The student has the right to appeal the decision of the President and submit the complaint letter to the school's state agencies and/or accrediting agency.
 - a. The school's accrediting agency is the National Accrediting Commission of Career Arts and Sciences (NACCAS) located at 4401 Ford Avenue, Suite 1300, Alexandria, VA, 22302, Phone: (703) 600-7600.
 - b. Any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA
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95798-0818, Phone: (916) 574-7720 or (888) 370-7589 or by completing a complaint form available on the Bureau's website www.bppe.ca.gov.

- c. The school has an additional state agency for cosmetology-related programs is the Board of Barbering and Cosmetology (BBC), P.O. Box 944226, Sacramento, CA, 94244, Phone: (800) 952-5210.

The school maintains its complaint log for at least two years.

NONDISCRIMINATION

Students are admitted, trained, and referred for employment without regard to age, race, color, creed, handicap, ethnic origin, gender, sex, sexual orientation, political affiliation, religion, or belief. No special services are provided for handicapped students. However, all doors, hallways, pay telephones, and restroom facilities are in compliance with standards for ADA access existing at the time of their construction or installation. Students are encouraged to visit the campus to determine its ability to meet their special needs. Students may discuss additional assistance they may require with the school director, who will attempt to assist them.

STUDENT PHOTO RELEASE

Students attending Milan Institute of Cosmetology give the school the absolute right and permission to take photographs and/or video of them in class, in clinic or in lab for advertising, trade publications and/or any other lawful practice.

CAREER SERVICES

Milan Institute of Cosmetology offers career services to all graduates pursuing employment in their field of study. Services include assistance with creating resumes, guidance on how to conduct a job search, professionalism, and interview preparation. The Career Services staff develops and maintains close relationships with local businesses so that they may keep abreast of current employment opportunities to which graduates may be referred. Although no institution can guarantee employment, the Career Services staff at Milan Institute makes every effort to help ensure that each graduate is prepared to effectively compete in the job market as they pursue their new career.

COPYRIGHT INFRINGEMENT POLICY

Compliance with federal copyright law is expected of all students. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

You may "use" all or part of a copyrighted work only if (a) you have the copyright owner's permission, or (b) you qualify for a legal exception (the most common exception is called "fair use"). "Use" of a work is defined for copyright purposes as copying, distributing, making derivative works, publicly displaying, or publicly performing the work.

Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law.

Violations of copyright law that occur on or over the school's networks or other computer resources may create liability for the school as well as the computer user.

Students who violate Copyright Infringement Policy are subject to disciplinary action, including suspension and termination.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

Legal Alternatives:

An extensive online list of legal downloading resources is available at <http://www.educause.edu/legalcontent>. EDUCAUSE, is a nonprofit organization committed to promoting the intelligent use of information technology to advance higher education. Resources on the list include websites such as Amazon MP3 Downloads, MediaNet and Best Buy.



COSMETOLOGY INFORMATION

AN INVESTMENT IN BEAUTY PAYS

If you want a career in cosmetology, Milan Institute of Cosmetology is the right choice for you. The exciting, ever changing world of cosmetology will always be a source of professional and financial rewards. The outlook for the profession has never been better, with women today striving to achieve the "Total Look," and more men are taking advantage of the salon scene and benefiting from style cuts, perms, manicures, and color. The work of the cosmetologist is challenging and very rewarding, with a very high income potential that can soon place you at a professional earning level. Since most salons pay on a commission basis, there is no ceiling on income in the cosmetology profession. Management presents even greater challenges, and salon ownership offers a sense of pride that every small business owner enjoys.

Choosing a lifetime career is one of the most important decisions you will ever make. To find out more about a career in cosmetology, how to become a part of this exciting profession and other information about Milan Institute of Cosmetology, please read this catalog carefully.

ADVISORY BOARD

The advisory board is composed of members chosen as experts in one or more specialized areas. These advisors serve as guest lecturers, perform demonstrations, judge competitions, and meet with faculty and students. Based on their years of experience as successful owners, managers, and self-employed professionals, they are an invaluable source of up-to-date information on advances in our field.

FACULTY

Milan Institute of Cosmetology staff members are experienced cosmetology instructors. In addition to meeting the educational requirements for licensing, each instructor has been thoroughly trained in the contemporary methods of hairstyling and techniques of hair design. A list of our faculty members can be found in the catalog insert.

STUDENT RATIO

One instructor per twenty-five students on campus.

ORIENTATION

New students are required to attend an orientation prior to the class start date. This meeting is to welcome new students and introduce them to the school's policies and procedures. During orientation many topics are discussed, including: school rules, regulations, financial aid questions, state board exams, grading, attendance, theory classes, clinic floor work, satisfactory progress, and project completions. Students are also given the opportunity to meet instructors, school staff, and other students and to ask questions about their training programs.

ENROLLMENT TIME

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within forty-five (45) days from the withdrawal date, or in the case of a leave of absence, the earlier of the documented date of scheduled return or the date the student notifies the institution

that he/she will not be returning.

WITHDRAWAL

For the purpose of determining a refund, you are deemed to have withdrawn from a course of instruction when any of the following occur: (1) you notify the school of your withdrawal or of the date of your withdrawal, whichever is later; (2) the school withdraws your enrollment as provided in the Enrollment Agreement; (3) after ten consecutive days of absence; (4) after the expiration of a leave of absence or the date you notify the institution that you will not be returning, whichever is earlier.

SATISFACTORY ACADEMIC PROGRESS POLICY

All students are evaluated for satisfactory academic progress at the end of the first payment period or midpoint of the program or academic year, and at the end of the program or academic year.

Clock Hour Program

The student's academic progress is evaluated at the point the student successfully completes the required clock hours for that payment period. Students must maintain (1) an accumulative grade point average of 2.0, and (2) an attendance rate of 85% of the scheduled hours.

To successfully complete a program the student must complete 100% of the program requirements within no more than 150% of the program length, measured in scheduled hours.

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory progress until the next scheduled evaluation.

Grading

The school uses a four –point scale to determine academic standing according to the following grading chart:

90 - 100% = A = 4.0

80 - 89% = B = 3.0

70 - 79% = C = 2.0

60 -- 69% = D = 1.0

Below 60% = F = 0.0

"I" = Incomplete

Students receiving an incomplete will have two weeks from the end of the academic module to complete the required course work which will lead to the removal of the incomplete grade.

Incomplete Grades

An incomplete grade ("I") will not be computed in the student's grade point average if the completed work is finished within the time frame specified in the grading policy. If the incomplete work is not finished within this time frame, the incomplete grade "I" will revert to a letter grade based on an averaging of the grades achieved on all course work previously completed in the course. Incomplete courses will count toward courses attempted for the maximum time frame calculation for Academic

Progress.

Course Repetition

Students are allowed to repeat a failed class one time, as long as completion does not exceed the maximum time frame of one and a half times the total program length. The highest grade received in the class will be issued to calculate the GPA. Students are also allowed one change of program during an academic year.

Students can receive financial aid for course repetition as long as the repeated coursework does not represent more than one repetition of a previously passed course, or a repetition of a previously passed course due to the student failing other coursework.

Grades of I (incomplete), and F (Failing) are not considered to be completed credits, however they do count as attempted credits in the progress calculation. Transfer hours and credits are accepted toward completion of a student's program as both hours/credits attempted and hours/credits completed.

Consequences of Failure to Meet Satisfactory Academic Progress Standards

A student failing to meet the minimum satisfactory progress listed above will be placed on a Financial Aid Warning for one evaluation period with the opportunity to meet minimum standards. If at the end of this Financial Aid Warning period the student has not satisfied the minimum requirements as outlined, the student will lose their eligibility for financial aid. To regain financial aid eligibility after this point, the student must make an appeal. After a successful appeal the student will be placed on SAP Probation status for one evaluation period as long as satisfactory academic progress standards can be met by the end of the subsequent evaluation period. If the student fails to meet the terms of the SAP Probation the student will lose financial aid eligibility.

While on a Financial Aid Warning or SAP Probation the student remains eligible for financial aid.

Students are notified in writing of satisfactory academic progress evaluation results. If students are failing to meet standards, a Financial Aid Warning or SAP Probation notice must be signed by the student confirming receipt. Students meeting progress will be notified of the results in writing with no confirmation signature required. A copy of all notification is maintained in the student file.

Appeal Procedure

A student who loses aid eligibility due to failure to maintain satisfactory academic progress may appeal the status. The student must submit a written appeal of the dismissal within one week of the date the school took action. The appeal should be addressed to the School Director. The reasons for which a student may appeal include death of a relative, an injury or illness of the student, death in the family, etc. Supporting documentation must accompany the written appeal. For example, an appeal based on illness of the student should include applicable medical documentation. After successful appeal, with an academic plan, the student will be placed on SAP Probation for the following evaluation/payment period. The student must be at satisfactory academic progress at the end of the probationary period or financial aid eligibility will be terminated.

The student's appeal must address the following:

The basis for the appeal – description of the special circumstances and, the reason why the student failed to meet the SAP standard(s) and, what has changed in the student's situation so that he or she will now be able to meet SAP standards.

The student's written appeal and the documented results as determined by the institution are retained in the student file.

Re-enrollment/Re-entrance

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution in the same progress status as when they left.

Leave of Absence - Cosmetology related programs

A request for a leave of absence of up to 60 days must be made in writing prior to taking the leave. However, a leave may be granted within ten (10) days of the last day of attendance under mitigating circumstances. Such a request may be granted at the discretion of the school administration. Only one leave of absence may be granted during a twelve (12) month period. A leave of absence does not impact satisfactory academic progress status. Students may not receive disbursements or sign loan checks during the leave of absence.

A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. If the student fails to return from a leave of absence, the student is considered to have withdrawn from school as of the last date of attendance.

Students receiving veteran educational benefits will be reported to the Department of Veterans Affairs upon taking a leave of absence. They may be re-enrolled for educational benefits upon return to class.

Veterans and eligible persons receiving veterans educational benefits, will receive benefits up to 100% of the course length.

ATTENDANCE POLICY

Cosmetology Programs

Milan Institute of Cosmetology expects students to attend all classes at their scheduled times. Your training demands the same work attitudes required by employers or of yourself if you are planning to be self-employed. Student must maintain a cumulative attendance rate of 85%. If you are going to be absent or arrive late, you must notify the school office before 9:00 am. Proper arrangements will be made to service the customers previously scheduled for you. Notifying the school when you are absent or late shows consideration for your school, your customers and your fellow students.

Student attendance is evaluated monthly. If a student is not in attendance for two consecutive days,

he/she will receive a phone call and/or letter of concern. After ten consecutive days of absences, the student will be automatically dropped unless he/she signed a leave of absence.

Attendance Probation

Students failing to meet the minimum attendance listed above will be placed on *Attendance Probation* for one month with the opportunity to meet minimum standards. At the end of this one month probationary period, if the student has not satisfied the specific requirements as outline above, the student may be placed on a second probation period. If at the end of the second probation period the student has not satisfied the specific requirements as outlined, he/she may be withdrawn from the program by the school. Absences due to mitigating circumstances maybe appealed per the Appeal/Reinstatement policy.

RULES OF CONDUCT

The school sets forth specific expectations for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goals during training can only enhance the graduate's potential for success. **Students are expected to:**

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Theory class is a critical part of your training.
 2. Arrive for all classes on time. Students may not be allowed to attend class or to clock in until the scheduled class is dismissed. The determination will be made by school staff based on the circumstances causing the tardiness. Excessive tardiness may result in suspension. Students receiving veterans educational benefits will be reported to the Department of Veterans Affairs upon suspension.
 3. Complete all assigned theory, practical and clinic assignments in the designated time frames. It is the student's responsibility to contact the instructor regarding makeup exams. The Final Transcript of Hours will not be released to the student or State Board until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.
 4. Notify a staff member within one (1) hour of your start time of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
 5. Notify a staff member when leaving the facility for any reason other than lunch time and closing.
 6. Only perform services on clients after successfully completing the Phase One Requirements and have passed a written and practical competency evaluation.
 7. Practice courtesy and professionalism at all times when dealing with other students, clients, instructors, staff and visitors.
 8. Follow all state laws and regulations at all times during school.
 9. Comply with the school's Satisfactory Progress Policy at all times. Failure to maintain satisfactory progress may cause loss of or delays in funding, delay in graduation and additional tuition charges.
 10. Park only in the designated areas for student parking. Front row parking is ALWAYS reserved for client use. The school does provide parking for its students.
 11. Know all pricing and service policies of the school and the name, purpose, benefits, procedures, and cost of products used.
 12. Keep all student and client analysis and service records up to date.
 13. Recommend and prescribe appropriate services and retail products to each client assigned
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in order to develop professional skills.

14. Follow the policy personal services and product purchase. Student may receive personal services at a 50% discount off the client price. Students are charged to cover the cost of products, utilities, towels, etc. Students will receive a 25% discount on retail products. All services and products must be paid for at the time of purchase.
15. Strive to continually improve abilities through education and practice.

GROUNDS FOR DISCIPLINARY ACTION

The following types of social behavior that keep you and your fellow students from learning are not acceptable and may result in a warning, probation, suspension and/or termination. *Milan Institute of Cosmetology reserves the right to take any disciplinary action it deems necessary and reasonable under the circumstances.*

- a. Refusing to service an assigned customer or refusing to comply with the instructor's assignment.
 - b. Unprepared to service assigned clients. Refusal to perform a clinic service will result in the student leaving for the day. Excessive refusals may result in termination.
 - c. Not meeting student salon monthly expectations.
 - d. Not involved in curriculum related activities at all times while clocked in.
 - e. Discussing sexual activities or beliefs.
 - f. Discussing unethical and unprofessional subject matter during school hours.
 - g. Criticizing another student's work.
 - h. Cursing; using foul language or vulgar language.
 - i. Immoral or unprofessional conduct.
 - j. Arguing with an instructor in the presence of another student or customer.
 - k. Cheating, dishonesty or falsification of records.
 - l. Consuming or possessing alcoholic beverages and/or illegal substances during school time or on school grounds.
 - m. Not following time clock procedures by not clocking in and out to accurately to reflect hours in attendance. No student may clock in/out for others. If a student fails to clock in/ out, they will not receive credit for time in school.
 - n. Non-compliance with the published dress code which includes students wearing the required name badge and practicing proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until in compliance.
 - o. No smoking, chewing gum, eating and/or drinking except in designated areas.
 - p. Not following scheduled breaks. The time for breaks will depend on the classes scheduled and the student salon floor services that are assigned. Students are required to clock out for a minimum of 30 minutes each day for a lunch break. Failure to do so may result in lost time. As consideration to fellow students, clients and instructors, please notify the school if you are not returning from a lunch break.
 - q. Not following sanitation requirements. Understand that training involves sanitation, cleanliness and equipment care. Students are responsible for personal workstations and work areas. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all students to follow sanitation rules and practices at all times.
 - r. Theft from a student, customer, or school (property and/or money) will result in immediate termination. Students are responsible for the security of their own property. The school is not
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responsible for lost, stolen, missing, and/or broken items.

- s. Willful destruction of property.
- t. Unauthorized personal visitors to the school. Guests will be asked to leave unless they are scheduled for a service in the student salon.
- u. Excessive time in the student lounge is not allowed. Students who are clocked in may not linger in the facility and distract other students from training responsibilities.
- v. Using the business phone or personal cellular phone for incoming or outgoing calls without the expressed permission of a staff member.
- w. Possession of weapons while on campus.
- x. Behavior which creates a safety hazard to self, students, faculty, or staff.
- y. Disrupting class or sleeping in class.

CHEATING POLICY

Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false or misleading information to the school's Instructors or administrative staff. Students shall not engage in any of the following activities:

Give or receive advance information about quizzes, tests, or examinations;

Assist another student in dishonest practices

Present someone else's work or ideas as your own;

Have another person do work which is then submitted as their own;

Include another person's work as part of their work, without proper acknowledgement or documentation.

When a student is charged with cheating or plagiarism, and the Instructor has proof to back up the charges, or a student admits to the charges when confronted, the Instructor may handle the situation in the following ways:

1. Issue an oral warning or a written warning that will be put in the student's permanent academic file.
2. Issue the student an "F" or "0" on the assignment or test in question.
3. Issue the student an "F" for the entire class.
4. Refer the student to the school director for disciplinary action, which may include suspension or dismissal from the school.

STUDENT DISCOUNT

Student may receive personal services at a 50% discount off the client price. Students are charged to cover the cost of products, utilities, towels, etc. Students will receive a 25% discount on retail products. All services and products must be paid for at the time of purchase.

LEARNING RESOURCES

Cosmetology students follow *Milady's Standard Textbook of Cosmetology*. Esthetician students follow *Milady's Standard Fundamentals for Estheticians*. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supple-

ment the students' training. Students should avail themselves of the opportunity to use these extensive materials.

FORMAT

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The programs are presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the programs.

EQUIPMENT

All of Milan Institute of Cosmetology's students work with shampoo bowls and chairs, dryers, electrical cap, thermal hair straighteners, mannequins, manicure stations with chairs, facial chairs, dermal lights, 8-in 1 function galvanic unit, manicure heater, paraffin wax heater, wax machine, pedicure tub and other equipment commonly found in salons and other locations where cosmetology services are performed. A classroom laptop, LCD projector and screen and marker boards are also used the Cosmetology program.

EXPENDABLE SUPPLIES

The school furnishes all expendable supplies used by the student for training. The student must purchase all supplies from the school that are for personal use.

GRADUATION REQUIREMENTS

Students must satisfactorily complete all required tests and practical assignments as outlined in their designated program. Students who fail to make the necessary grade will be given the opportunity to retake the subject. Upon successful completion of the program and payment in full of all tuition and fees, students will receive a Certificate of Completion and be eligible to sit for the State licensing exam.

All students are required to pass the school's final examination with a grade of not less than 75% on both practical and written exams prior to going to State Board. The student must also meet the requirements set forth by the Board of Barbering and Cosmetology prior to going to State Board.

LICENSING REQUIREMENTS

The general requirements for obtaining a cosmetology license or esthetician license are that all applicants must:

1. pass the State Board Examination;
 2. pay the required fee; and
 3. Supplies proof of successful completion of the 10th grade in California or its equivalent **and** has done any of the following:
 - a. completed a course in cosmetology from a school approved by the board *or* practiced cosmetology, as defined in this chapter, outside of California for a period of time equivalent to
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the study and training of a qualified person who has completed a course in a cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training of qualification under paragraph (1) of this subdivision *or*;

- b. holds a license as a barber in California and has completed a cosmetology crossover course in a school approved by the board *or*;
- c. completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board *or*;
- d. completed the apprenticeship program in cosmetology specified in Article 4 (commencing with Section 7332).

GROUNDS FOR DENIAL OF A LICENSE

1. A board may deny a license regulated by this code on the grounds that the applicant has one of the following:
 - a. 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
 - b. Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or
 - c. Done any act which if done by a licensee of the business or profession in question, would be grounds the board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.
 2. 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.
 3. 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.
 - a. or suspension or revocation of license.
-

Esthetician - 600 Hours/25 Weeks/6 Months

The primary purpose of the Esthetician Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Esthetics or related career field.



Objectives: Upon completion of the program requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skin care services, work with facial machines, eyebrow beautification and makeup.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

Occupations: Skin Care Specialist SOC Code 39-5094.00

COURSE DESCRIPTIONS

Professional Development

Orientation, school rules and regulations, professional and personal development, professional ethics, professional image, personality development, life skills, communication skills

State Law

Barbering and Cosmetology Act, Boards Rules and Regulations

Chemistry

Chemical composition and purpose of cosmetic, nail, hair and skin care preparations; chemical makeup, chemical skin peels, physical and chemical changes of matter, pH and pH scale.

Health/Safety/Hazardous Substances

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

Electricity

Nature of electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.

Disinfection and Sanitation

Procedures to protect the health and safety of the consumer as well as the technician; disinfecting instruments and equipment will be emphasized throughout training.

Anatomy/Physiology/Bacteriology

Systems, cells, tissues, and organs; types and classifications of bacteria, viruses and fungi

Manual Facials

Cleansing, scientific manipulations, packs and masks.

Electrical Facials

Use of electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes.

Section A-2

Chemical Facials

Chemical skin peels, packs, masks and scrubs.

Eyebrow Beautification

Use of wax, tweezers, electric or manual and depilatories for removal of superfluous hair.

Makeup

Skin analysis, complete and corrective makeup, lash and brow tinting, false eyelash application.

Salon Business

Fundamentals of business management, opening a salon, business plan, written agreements, licensing requirements and regulations, laws, salon operations, policies, practices, compensation packages, payroll deductions, taxes, telephone use, advertising, sales, public/human relations, employee and client relationships, business administration, seeking employment, job readiness, salesmanship, insurance

SUBJECT - UNIT	HOURS OF TECHNICAL INSTRUCTION
Professional Development	35
State Law	20
Chemistry	25
Health/Safety/Hazardous Substances	40
Electricity	30
Disinfection and Sanitation	50
Anatomy/Physiology/Bacteriology	35
Manual Facials	90
Electrical Facials	100
Chemical Facials	85
Eyebrow Beautification	30
Makeup	20
Salon Business	40
Total Hours	600

Cosmetology - 1,600 Hours/53 Weeks/13 Months

The primary purpose of the Cosmetology program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career field.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.



Occupations: SOC Code 39-5012.00 Cosmetologist, Hairstylist, and Hairdresser; Manicurist and Pedicurist 39-5092.00

COURSE DESCRIPTIONS

State Law

Barbering and Cosmetology Act, Board Rules and Regulations

Chemistry

Chemical composition and purpose of cosmetic, nail, hair, and skin care preparations; chemical makeup, chemical skin peels, physical and chemical changes of matter, pH and pH scale

Health/Safety/Hazardous Substances

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

Electricity

Nature of electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment

Disinfection and Sanitation

Procedures to protect the health and safety of the consumer as well as the technician. Disinfecting instruments and equipment will be emphasized throughout training

Anatomy/Physiology/Bacteriology

Systems, cells, tissues, and organs; types and classifications of bacteria, viruses and fungi

Wet Hairstyling/Shampooing

Handling of implements used, molding arches and lines, finger waves, pin curls, stems & bases, roller curls stems and bases, style patterns artistry in hairstyling, comb-out techniques, product knowledge, safety precautions

Thermal Hairstyling

Handling of implements used, style patterns, artistry in hairstyling, hair analysis, straightening, waving, curling with hot combs, curling irons, blow dry styling, press and curl, product knowledge, safety precautions

Permanent Waving

Scalp & hair analysis, principal actions in chemical and heat perm waving, curling rods, procedures for normal, tinted, bleached, and problem hair, record cards/release statements, product knowledge, safety precautions

Section B-2

Chemical Straightening

Classifications, analysis of hair, chemistry of relaxers, use of sodium hydroxide and other base solutions, conditioners, product knowledge, record cards/release statements, safety precautions

Haircutting

Hair analysis; use of razor, scissors, electric clippers, and thinning shears

Hair Coloring

Classifications, hair analysis, predisposition test, safety precautions, formula mixing, tinting, bleaching, dye removers, product knowledge, record cards/release statements, safety precautions

Scalp and Hair Treatments

Hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, other hair treatments

Facials

Manual including cleansing, scientific manipulations, packs, and masks; Electrical including the use of electrical modalities, dermal lights and electrical apparatus; Chemical including chemical skin peels, packs, masks, and scrubs

Hair Removal

Use of wax, tweezers, electric or manual, depilatories for removal of superfluous hair

Makeup

Skin analysis, complete and corrective makeup, lash and brow tinting, false eyelash application

Manicuring/Pedicuring

Water and oil manicure, nail analysis, hand and arm massage, complete pedicure, nail analysis

Artificial Nails

Acrylic, liquid, powder, nail tips, nail wraps, repairs

Salon Business

Fundamentals of business management, opening a salon, business plan, written agreements, licensing requirements and regulations, laws, salon operations, policies, practices, compensation packages, payroll deductions, taxes, telephone use, advertising, sales, public/human relations, employee and client relationships, Business administration, seeking employment, job readiness, salesmanship, insurance

Miscellaneous

To be applied by the Instructor to strengthen student performance, supervised field trips, and related training

Professional Development

Orientation, school rules and regulations, professional and personal development, professional ethics, professional image, personality development, life skills, communication skills

Section B-3

SUBJECT - UNIT	HOURS OF TECHNICAL INSTRUCTION
State Law	30
Chemistry	30
Health/Safety/Hazardous Substances	30
Electricity	15
Disinfection and Sanitation	45
Anatomy/Physiology/Bacteriology	40
Wet Hairstyling/Shampooing	275
Thermal Hairstyling	125
Permanent Waving	220
Chemical Straightening	70
Haircutting	120
Hair Coloring	200
Scalp and Hair Treatments	25
Facials	105
Hair Removal	30
Makeup	25
Manicuring/Pedicuring	40
Artificial Nails	45
Salon Business	50
Professional Development	45
Miscellaneous	35
Total Hours	1,600

Section B-4

Cosmetology (1600 Clock Hours)

Online Theory Mode of Delivery *Option*

Milan Institute of Cosmetology makes available online instruction of 160 hours of theory education to eligible students. These theory hours are part of Phase 2 of the 1600 clock hour Cosmetology program. Phase 2 begins after 360 clock hours.

The content of the 160 hours of online theory education does not differ from that which is provided in the traditional classroom (on-ground) setting. Students receiving online theory instruction must complete the required weekly assignments. Online theory instruction includes but is not limited to reading assignments, online learning activities, discussion board participation, quizzes, and subject relevant projects.

Students wishing to take advantage of this option must:

1. demonstrate an aptitude for learning in an online environment; and
2. have Internet access (via Internet Explorer or Firefox) and e-mail in order to receive online theory instruction.

Participation Procedure

Registration for online theory is available during Phase 1 between 150 – 200 clock hours. Students interested in opting for online theory instruction must complete the following five (5) steps prior to matriculation of online delivery instruction:

1. Submit a completed *Student Interest Form* to the Dean of Education
2. Complete and submit the *Theory Online Student Survey (TOSS)*
3. Successfully pass the *Online Computer Literacy Assessment (OCLA)* with an 80% or higher
4. Participate in an interview with the Online Curriculum Specialist
5. Attend the Online Theory Orientation

Students who test and interview successfully will be approved to participate and scheduled to attend the Online Theory Option Student Orientation. Students must also have access to the minimum technology requirements in order to access the online theory program content.

Orientation

Students approved to participate in the online theory mode of delivery are required to attend an Online Theory Option orientation prior to receiving online instruction. Orientation is designed to introduce students to the school's policies and procedures related to online theory education. During the orientation, the student is provided with the next online theory mode of delivery start date.

Minimum Computer Requirements

Campus computers are not intended for use for online theory instruction. Students must have consistent access to a computer located off campus that meets the following minimum requirements:

Internet access to Firefox, Internet Explorer
Windows 2000, XP – 600 Mhz; 128MB RAM, Sound card
Macintosh OS X 10.4, 600 Mhz; 256 MB RAM
Adobe Flash Player – suggested version 10.1

Section B-5

Testing Policy

Theory knowledge is evaluated via written tests delivered on-ground after each unit of study. A weekly test schedule is posted on campus for students participating in online theory instruction. See Program Syllabus for additional details.

Attendance Policy

Each week online theory students are expected to complete four (4) hours of theory which include a combination of the following types of assignments:

- Theory Workbook
- Multiple Choice, Matching, and/or True False Quizzes
- Textbook Review Questions
- Internet Assignments
- Scenario(s) via Discussion Board

Each assignment is associated with time for completion. For instance, a discussion board assignment may be worth one (1) hour. Upon responding and submitting to the discussion board, one (1) hour will post toward a student's four (4) hours of online theory for the week. For each lesson, clock hours will be disclosed per assignment. Students have options as to which assignments they would like to complete to earn full clock-hour credit of four (4) hours.

Make-up Policy

If a student fails to complete an assignment for a given week, the student may be granted a total of 30 days to request, complete, and earn clock hours for the missed assignment(s). Should the assignment(s) not be completed by the 30th day, the student will follow the school's standard *Make-up Policy* to earn the missed hours.

Withdrawal

Any student enrolled in the online theory option may opt out of this mode of delivery at the end of any given week should the student not wish to or be able to continue. The request must be submitted to the Dean in writing. Wednesday, Thursday, Friday students must notify the Dean by Friday, 6:30 p.m.; Sunday, Monday, Tuesday students must notify the Dean by Tuesday, 6:30 p.m.; and evening students must notify the Dean by Friday, 9 p.m. Failure to notify the Dean in a timely manner will result in the student's continued enrollment in online theory and will cause the student to be evaluated accordingly.

Students may be withdrawn by the school from the online theory option for acts identified in the school *Cheating Policy, Rules of Conduct* and *Grounds for Disciplinary Action*. In addition, students are strictly prohibited from completing online theory content, including theory make-up assignments, on campus **while** clocked in on the campus bio-clock. Any student completing online theory while clocked in will forfeit the right to receive clock hours for the attempted assignments and may be subject to additional disciplinary action up to and including termination from the Cosmetology program.

Appealing a Decision of Online Theory Dismissal

Students dismissed by the campus from the online theory option but still enrolled in the program, may submit a written appeal to reverse the decision within 14 days of the dismissal. A determination will be made within five (5) business days.

Milan Institute of Cosmetology - Fairfield, CA

SCHEDULE OF TUITION COSTS

CATALOG INSERT

All courses are taught at 934 Missouri Street, Fairfield, CA 94533

Day Program	Effective Date	Registration Fee	Tuition Recovery Fund (STRF)	Books & Supplies with Tax	State Board Exam Kit	Tuition 1st Academic Year	Tuition 2nd Academic Year	TOTAL COST
Cosmetology 1600 Hours	7/1/2012	\$100.00	\$47.50	\$2,714.92	\$85.00	\$9,098.33	\$7,076.48	\$19,122.23
Evening Program	Effective Date	Registration Fee	Tuition Recovery Fund (STRF)	Books & Supplies with Tax	State Board Exam Kit	Tuition 1st Academic Year	Tuition 2nd Academic Year	TOTAL COST
Cosmetology 1600 Hours	7/1/2012	\$100.00	\$47.50	\$2,757.19	\$85.00	\$9,098.33	\$7,076.48	\$19,164.50

	Effective Date	Registration Fee	Tuition Recovery Fund (STRF)	Books with Tax	Supplies with Tax	State Board Exam Kit	Total Tuition	TOTAL COST
Manicurist 400 Hours	5/24/2012	\$100.00	\$10.00	\$665.25	\$794.86	\$45.00	\$2,365.00	\$3,980.11

	Effective Date	Registration Fee	Tuition Recovery Fund (STRF)	Books with Tax	Supplies with Tax	State Board Exam Kit	Total Tuition	TOTAL COST
Esthetician 600 Hours	4/1/2012	\$100.00	\$25.00	\$769.94	\$928.98	\$50.00	\$7,655.04	\$9,528.96

Additional Cost Disclosures:

Externship Students will be responsible for their own transportation to and from the externship sites. Student cost may vary due to location of externship site and student's choice of transportation.

Book Costs - Program costs are subject to increase or decrease due to publisher's book pricing or upgrade of the books used in the program. You will only be charged for the books you receive.

Cosmetology and Esthetician Programs - Extended Contract Period: If the program is not completed by the contract end date on the enrollment agreement, a fee of \$9.00 will be charged per scheduled hours remaining after the contract end date. The additional fee may be waived only with the written consent of the School upon demonstration of circumstance warranting such a waiver.

Student Tuition Recovery Fund (STRF)

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Postsecondary and Vocational 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

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.

CATALOG STAFF INSERT

Milan Institute of Cosmetology

934 Missouri Street

Fairfield, CA 94533

Effective: November 2012

P: (707) 425-2288

(707) 425-6876

www.milaninstitute.edu

Administration

School Director	Gina Geronimo	Facilities Manager	OPEN
Dean of Education	Melinda Snipes	Inventory Specialist	OPEN
Admissions Advisor	Yia Vang	Registrar	Darla Snoke
Admissions Advisor	Open	Career Services Coordinator	Linda Larez
Admissions Advisor	OPEN	Customer Service Specialist	Valene Cruz
Admissions Advisor	OPEN	Customer Service Specialist	Samantha Dees
Education Finance Advisor	Wendy Vasquez	Customer Service Specialist	Deirdre McCalib
Education Finance Advisor	OPEN		

Faculty

Cosmetology Program

Instructor	Faith McGraw	Licensed Cosmetologist - 14 years experience
Instructor	Haley Whitcomb	11 years experience, Licensed Cosmetologist
Instructor	Lisa Anderson	21 years in Cosmetology Field, 5 years instructing.
Instructor	Kelly Hemerda	22 years in Cosmetology Field, 6 years instructing.
Instructor	Christine Miller	20 years in Cosmetology Field, 6 years instructing.
Instructor	Tyler Spriggs	3 years in Cosmetology Field.
Instructor	Enovy Johnson	4 years in Cosmetology Field, 2 years instructing.
Instructor	open	
Instructor	Irma Rossman	

This institution has received a temporary approval to operate from the Bureau for Private Postsecondary and Vocational Education ("Bureau"). A temporary approval is merely an interim designation the Bureau can authorize pending a qualitative review and assessment of the institution. At the time it is issued, the Bureau has not yet conducted a site visit. It is issued if the Bureau determines the institution's operational plan satisfies the minimum standards listed in Education Code Sections 94900(a) or 94915 (a) and (b), whichever is applicable. The temporary approval will remain in effect for at least 90 days, but not more than 360 days in order to enable the Bureau to conduct the site visit and inspection of the institution. After that visit, the Bureau will then determine whether the institution should be approved on a permanent basis.

CATALOG INSERT

Amarillo College of Hairdressing, Inc. d/b/a

Effective: September 2012

MILAN INSTITUTE OF COSMETOLOGY

934 Missouri Street, Fairfield, CA 94533

P: (707) 425-2288

F: (707) 429-8342

www.milaninstitute.edu

CLASS START CALENDAR

2012	Cosmetology - Day	Cosmetology - Day	Cosmetology - Eve	Esthetician - Day	Manicurist- Day	Manicurist- Day	Manicurist- Day
	(Sat, Mon, Tues)	(Wed, Thur, Fri)	(Mon - Fri)	(Thurs. - Sat.)	(Sat, Mon, Tues)	(Mon, Tues, Wed)	(Thurs, Fri, Sat)
January	01/21/12	01/11/12	01/03/12 01/23/12	01/26/12			
February	02/04/12 02/19/11	02/08/12 02/22/12	No Start	No Start			
March	03/03/12 03/17/12	03/21/12	03/05/12 03/26/12	03/01/12			
April	04/14/12 04/28/12	04/04/12	No Start	04/05/12			
May	05/26/12	05/02/12 05/16/12	05/07/12 05/29/12	05/10/12			
June	06/09/12	06/13/12 06/27/12	No Start	06/14/12	06/30/12	06/25/12	06/28/12
July	07/14/12 07/28/12	No Start	07/16/12	07/26/12	07/28/12	07/23/12	07/26/12
August	08/25/12	08/01/12 08/15/12	08/06/12	08/30/12	08/18/12	08/13/12	08/16/12
September	09/08/12	09/12/12 09/26/12	09/17/12	No Start	09/15/12	09/10/12	09/13/12
October	10/06/12 10/20/12	10/24/12	10/08/12	10/04/12	10/13/12	10/08/12	10/11/12
November	11/17/12	11/07/12	11/19/12	11/08/12	11/10/12	11/05/12	11/8/012
December	12/08/12	12/12/12	12/10/12	12/20/12	12/15/12	12/10/12	12/13/12

STUDENT HOLIDAY CALENDAR

2012 STUDENT HOLIDAY CALENDAR	
New Year's Day - CLOSED	1/1/2012
New Year's Day (observed) - CLOSED	1/2/2012
Martin Luther King, Jr. Day -	1/16/2012
President's Day - CLOSED	2/20/2012
Memorial Day - CLOSED	5/28/2012
Summer Break	7/1/2012 - 7/7/2012
Independence Day - CLOSED	7/4/2012
Labor Day - CLOSED	9/3/2012
Thanksgiving - CLOSED	11/22/2012 - 11/25/2012
Winter Break - (students only)	12/23/2012 - 12/31/2012
Christmas Day - CLOSED	12/25/2012

COSMETOLOGY

OPEID 022482

CIP CODE 12.0401

CREDENTIAL LEVEL – 01 Certificate of Completion
CALIFORNIA

Campus Location

- MIC Visalia
- MIC Fairfield
- MIC Concord
- MIC La Quinta

Tuition & Fees

\$16,322.31
\$16,322.31
\$16,322.32
\$16,322.32

Books & Supplies

\$2,898.24
\$2,842.19
\$2,877.50
\$2,849.41

On Time Graduation Rate 7/1/2011-6/30/2012

31.80%

Based on the number of students that completed the program during the most recently completed award year for which information is available divided by the number of students within normal time.

Accreditation Placement Rate

Based in the formula used by the accrediting agency by program as reported on the last annual report

- MIC Visalia
- MIC Fairfield
- MIC Concord
- MIC La Quinta

65.14%
67.57%
72.50%
n/a%

State Placement Rate

Based on the formula used by the state agency by program as reported on the last annual report.

- MIC Visalia
- MIC Fairfield
- MIC Concord
- MIC La Quinta

30.00%
37.50%
63.33%
76.92 %

Median Loan Debt

Title IV

\$8,166.00

Private Education Loans

\$0.00

Institutional Finance Plans

\$0.00

Common Occupations	Standard Occupational Code	Summary of Standard Occupational Code Website Address
Cosmetologist, Hairstylist, Barber Stylist, Manager Stylist	39-5012.00	http://www.onetonline.org/link/summary/39-5012.00
Manicurist, Pedicurist, Nail Technician	39-5092.00	http://www.onetonline.org/link/summary/39-5092.00

REVISED 11/1/12

ESTHETICIAN**OPEID 022482****CIP CODE 12.0409****CREDENTIAL LEVEL – 01 Certificate of Completion
CALIFORNIA**

Campus Location	Tuition & Fees	Books & Supplies
• MIC Visalia	\$7,780.04	\$1,778.02
• MIC Fairfield	\$7,780.04	\$1,748.92
• MIC Concord	\$7,780.04	\$1,744.71
• MIC La Quinta	\$7,780.04	\$1,744.13

On Time Graduation Rate 7/1/2011-6/30/2012 59.26%

Based on the number of students that completed the program during the most recently completed award year for which information is available divided by the number of students within normal time.

Accreditation Placement Rate

Based in the formula used by the accrediting agency by program as reported on the last annual report

• MIC Visalia	n/a%
• MIC Fairfield	60.00%
• MIC Concord	76.60%
• MIC La Quinta	n/a%

State Placement Rate

Based on the formula used by the state agency by program as reported on the last annual report.

• MIC Visalia	n/a%
• MIC Fairfield	100 %
• MIC Concord	52.17%
• MIC La Quinta	n/a%

Median Loan Debt

<i>Title IV</i>	\$6,333.00
<i>Private Education Loans</i>	\$0.00
<i>Institutional Finance Plans</i>	\$0.00

Common Occupations	Standard Occupational Code	Summary of Standard Occupational Code Website Address
Esthetician Aesthetician Skin Care Specialist Skin Care Therapist Spa Technician Facialist Medical Esthetician Nurse Esthetician Skin Care Technician	39-5012.00	http://www.onetonline.org/link/summary/39-5012.00

MANICURIST

OPEID 022482

CIP CODE 12.0410

CREDENTIAL LEVEL – 01 Certificate of Completion
CALIFORNIA

Campus Location	Tuition & Fees	Books & Supplies
• MIC Visalia	\$2,475.00	\$1,513.61
• MIC Fairfield	\$2,475.00	\$1,505.11
• MIC Concord	\$2,475.00	\$1,523.81
• MIC La Quinta	\$2,475.00	\$1,510.22

On Time Graduation Rate 7/1/2011-6/30/2012

n/a%

Based on the number of students that completed the program during the most recently completed award year for which information is available divided by the number of students within normal time.

Accreditation Placement Rate

Based in the formula used by the accrediting agency by program as reported on the last annual report

• MIC Visalia	n/a %
• MIC Fairfield	n/a %
• MIC Concord	n/a %
• MIC La Quinta	n/a %

State Placement Rate

Based on the formula used by the state agency by program as reported on the last annual report.

• MIC Visalia	n/a %
• MIC Fairfield	n/a %
• MIC Concord	n/a %
• MIC La Quinta	n/a %

Median Loan Debt

<i>Title IV</i>	\$ n/a
<i>Private Education Loans</i>	\$ n/a
<i>Institutional Finance Plans</i>	\$ n/a

Common Occupations	Standard Occupational Code	Summary of Standard Occupational Code Website Address
Manicurist, Pedicurist, Nail Technician	39-5092.00	http://www.onetonline.org/link/summary/39-5092.00

MASSAGE THERAPY

OPEID 022482

CIP CODE 51.3501

**CREDENTIAL LEVEL – 01 Certificate of Completion
CALIFORNIA**

Campus Location	Tuition & Fees	Books & Supplies
• MIC Visalia	n/a	n/a
• MIC Fairfield	\$11,552.58	\$1,273.11
• MIC Concord	n/a	n/a
• MIC La Quinta	n/a	n/a

On Time Graduation Rate 7/1/2010-6/30/2011 38.10%

Based on the number of students that completed the program during the most recently completed award year for which information is available divided by the number of students within normal time.

Accreditation Placement Rate

Based in the formula used by the accrediting agency by program as reported on the last annual report

• MIC Visalia	n/a
• MIC Fairfield	89.29%
• MIC Concord	n/a
• MIC La Quinta	n/a

State Placement Rate

Based on the formula used by the state agency by program as reported on the last annual report.

• MIC Visalia	n/a
• MIC Fairfield	42.86%
• MIC Concord	n/a
• MIC La Quinta	n/a

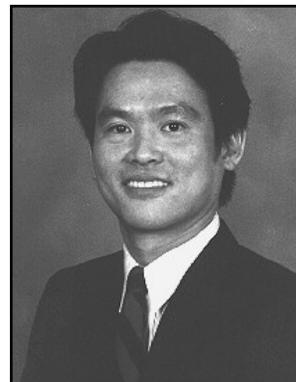
Median Loan Debt

<i>Title IV</i>	\$9,500.00
<i>Private Education Loans</i>	\$0.00
<i>Institutional Finance Plans</i>	\$0.00

Common Occupations	Standard Occupational Code	Summary of Standard Occupational Code Website Address
Massage Therapist Licensed Massage Therapist Certified Massage Therapist (CMT) Licensed Massage Practitioner Registered Massage Therapist Bodywork Therapist Therapeutic Massage Technician	39-5012.00	http://www.onetonline.org/link/summary/39-5012.00

Letter from the President

Welcome to



In La Quinta !

If your goal is to receive quality education and hands-on training in your chosen career, then Milan Institute of Cosmetology is here to assist you. Our primary objective is to provide the education, training and job placement assistance that you will need to succeed in your new field.

Our faculty members offer academic credentials with years of training and/or work experience in their areas of specialization. Our administrative staff is committed to providing the individual attention every student needs. Most importantly, our team has the enthusiasm to motivate our students to increase their knowledge, skill level and employability.

We invite you to make an appointment to visit our campus and talk to one of our Admissions Representatives. We are confident that Milan Institute of Cosmetology offers the training you need to reach your career goals.

Our reputation is based on your success.

A handwritten signature in black ink that reads "Gary Yasuda".

Gary Yasuda, President

Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology

Milan Institute of Cosmetology
Main Campus
2400 27th Avenue
Amarillo, TX 79103
(806) 371-7600

Milan Institute of Cosmetology
Branch Campuses
5403 Walzem Road
San Antonio, TX 78218
(210) 656-1991
&
605 SW Military Drive
San Antonio, TX 78221
(210) 922-5900
&
George Dieter #207
El Paso, TX 79936
(915) 857-4444

Milan Institute of Cosmetology
Branch Campus
934 Missouri Street
Fairfield, CA 94533
(707) 425-2288

Milan Institute of Cosmetology
Branch Campus
3238 Fairway Street
Visalia, CA 93277
(559) 730-5350

Milan Institute of Cosmetology
Branch Campus
47120 Dune Palms
Suites C-2, D and E
La Quinta, CA 92253
(760) 771-5520

Milan Institute of Cosmetology
Branch Campus
2150 John Glenn Drive
Concord, CA 94520
(925) 686-8100

Milan Institute of Cosmetology
Branch Campus
1050 Matley Lane
Reno, NV 89502
(775) 784-7171

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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.

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

The information in this catalog is true and correct to the best of my knowledge.



Gary Yasuda, President
Amarillo College of Hairdressing, Inc.
d/b/a Milan Institute of Cosmetology

Effective September to August 2013

PHILOSOPHY

Milan Institute of Cosmetology recognizes that people attend college for a variety of reasons—from increasing their knowledge to enhancing their skills and employability. Our Mission is to meet the needs of students and employers by offering quality educational programs that prepare graduates for employment in cosmetology and related fields with solid growth potential.

OBJECTIVES

The principal objective of Milan Institute of Cosmetology is to promote a high level of distinction in its faculty, students, and educational programs. Only through quality training will the school produce graduates of all courses who will not only be successful, but will also be of service to their community. The course of study and activities are designed to provide a solid foundation from which our graduates may take advantage of the many opportunities available in the world of cosmetology. We understand our obligation to our students, alumni, and community, and constantly seek more effective ways to meet these commitments.

HISTORY

May 1968: Jess Prince purchased Amarillo College of Hairdressing.

May 1988: Amarillo College of Hairdressing moved to its current location at 2400 East 27th Avenue, Amarillo, TX 79103. Mr. Prince was president of the Texas Association of Cosmetology Schools. He was a salon owner for 27 years and a school owner for 32 years.

1993: Robert and Mary Fikes opened Fikes Beauty Academy located at 8004 Crosscreek, San Antonio, TX 78218.

1996: Bich-Ha, Luan Nguyen, Ann Vasquez, and Rosie Vasquez-Moncada opened Texas Beauty College on Loop 410 in San Antonio, TX.

November 1999: Michael and Linda Gore purchased Everett Beauty Academy.

January 2002: Gary Yasuda and James M. Yasuda purchased Amarillo College of Hairdressing, Inc. from Mr. Prince. The Yasudas own and operate private postsecondary schools in Texas, Idaho, Washington, Nevada, and California. The Yasudas changed the school name from Amarillo College of Hairdressing to Amarillo College of Beauty.

November 2003: Amarillo College of Hairdressing, Inc. purchased Fikes Beauty Academy as a main campus.

November 2003: Amarillo College of Hairdressing, Inc. changed the school name from Fikes Beauty Academy to Texas Beauty College.

January 2004: Amarillo College of Hairdressing, Inc. purchased Texas Beauty College on Loop 410 in San Antonio, TX as a main campus.

January 2005: Amarillo College of Hairdressing, Inc. purchased Everett Beauty Academy as a main campus.

March 2005: Amarillo College of Hairdressing, Inc. changed the school name from Texas Beauty College located on Loop 410 in San Antonio, TX to Milan Institute of Cosmetology.

March 2005: Amarillo College of Hairdressing, Inc. changed the school name from Everett Beauty Academy to Milan Institute of Cosmetology.

March 2005: Texas Beauty College moved from 8004 Crosscreek to its current location at 5403 A Walzem Rd., San Antonio, TX 78218.

March 2005: Amarillo College of Hairdressing, Inc. changed the school names from Amarillo College of Beauty and Texas Beauty College located on 5403 Walzem Rd., San Antonio, TX 78218 to Milan Institute of Cosmetology .

December 2005: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 731 A West Shaw Avenue, Clovis, CA 93612.

October 2006: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 605 SW Military Drive, San Antonio, TX 78221.

May 2007: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received BPPVE approval to operate campuses located at 934 Missouri Street, Fairfield, CA 94533 and 3328 S. Fairway, Visalia, CA 93277.

August 2007: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received BBC approval to operate the campus located at 934 Missouri Street, Fairfield, CA 94533 and the campus opened.

December 2007: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received NACCAS approval for the school located at 934 Missouri Street, Fairfield, CA 94533.

April 2008: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received NACCAS approval for the school located at 3238 Fairway Street, Visalia, CA 93277.

April 2008: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 1050 Matley Lane, Reno, NV 89502.

September 2008: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 2150 John Glenn Drive, Concord, CA 94520.

January 2009: James Yasuda, O.D. retired from Amarillo College of Hairdressing, Inc.

May 2009: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 2822 "F" Street, Bakersfield, CA 93301.

December 2009: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 47120 Dune Palms Suites C-2, D, E, La Quinta, CA 92253.

August 2010: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 1021 W. Hemingway, Nampa, ID 83651.

August 2010: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 1580 George Dieter #207, El Paso, TX 79936.

January 2012: Golden State Business College, Inc. d/b/a Milan Institute and Academy of Court Reporting, Inc. d/b/a Milan Institute merged with Amarillo College of Hairdressing, Inc. d/b/a Milan Institute and Milan Institute of Cosmetology.

GOVERNING BODY

Amarillo College of Hairdressing, Inc., a Texas Corporation, and Gary Yasuda, President owns Milan Institute and Milan Institute of Cosmetology.

APPROVALS AND ACCREDITATION

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology, is licensed by the Department of Consumer Affairs:

Department of Consumer Affairs
Board of Barbering and Cosmetology (BBC)
P.O. Box 944226
Sacramento, CA 94244
(916) 445-0713

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology, is accredited by the:

National Accrediting Commission of Career Arts and Sciences (NACCAS)

4401 Ford Avenue, Suite 1300

Alexandria, VA 22302

Phone: (703) 600-7600

STATE OF CALIFORNIA

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology is a private institution with approval to operate in the State of California based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which was effective January 1, 2010. Milan Institute of Cosmetology in La Quinta, CA under Section 94890(a)(1) of CPPEA is approved to operate by means of accreditation until December 31, 2011.

The act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

(916) 574-7720 or (888) 370-7589

www.bppe.ca.gov

RECOGNITION

U.S. Department of Education

Milan Institute of Cosmetology is authorized to participate in Title IV programs for student financial aid assistance per the Higher Education Act of 1965, as amended by the U.S. Department of Education.

MEMBERSHIPS

Milan Institute of Cosmetology or its faculty hold memberships in the following organizations: California Association of Private Postsecondary Schools, California Association of Student Financial Aid Administrators and is a Nationally Accredited Member of the Better Business Bureau.

BANKRUPTCY STATEMENT

The Milan Institute has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

SCHOOL FACILITY

The Milan Institute of Cosmetology facility located at 47120 Dune Palms, Suite C-2, D & E, La Quinta, CA, 92253 consists of 7,593 sq. ft. All Milan Institute of Cosmetology facilities include separate classrooms, clinic floors with beginning and advanced sections, dispensary, break area, and administrative offices.

STUDENT HOUSING

Student housing is not available on campus. There are multiple housing units available in the community and students will need to make their own housing and boarding arrangements.

NOTICE CONCERNING TRANSFERABILITY OF UNITS EARNED AT OUR SCHOOL

The transferability of credits you earn at Milan Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn at Milan Institute is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending Milan Institute to determine if your certificate will transfer.

Milan Institute has not entered into any articulation agreements or relationships with educational entities.

CHANGES BY THE SCHOOL

To maintain an innovative approach to continuing education, Milan Institute of Cosmetology reviews its policies and curriculum periodically and makes necessary revisions.

Milan Institute of Cosmetology reserves the right to change the programs offered, start dates, tuition rates, fees, admission policies, attendance requirements, and other rules concerning the school.

These changes will follow the regulations of government agencies which monitor the school. Changes made after publication of this catalog will be added as addenda to the back of this catalog.

The school expects its students to have knowledge of the information presented in this catalog and in other school publications, notices and updates.

SCHOOL CALENDAR

Qualified persons may enroll on any date the school's admissions office is open. New classes begin on a regularly scheduled basis. Actual start dates for the year may be obtained by contacting the school administration.

ADVISING

All faculty and staff are available to meet with students concerning their academic progress. The school gives the student personalized, friendly vocational guidance and helps with the achievement of goals, aptitude evaluation, assistance in financial arrangements, scheduling training hours, and government-approved programs. Academic Review meetings are also available to address special matters. The Academic Review Committee is composed of the school director, dean, program coordinators, financial aid officers, and instructors. The school refers students to outside agencies when the student requests assistance.

PROGRAM MEASUREMENT

An academic year is equivalent to 900 clock hours and is a minimum of 26 weeks or 36 quarter

credits and is a minimum of 30 weeks in length. One quarter credit unit is equal to twenty-five clock hours. Each program is defined by its individual academic requirements, which are listed in the course description section of this catalog.

ADMISSIONS POLICY

Admission into the school's Cosmetology, Esthetician and Manicurist programs require that the prospective student have a high school diploma or have a General Education Diploma (GED), or be age 18 and have completed the 10th grade or its equivalent. A copy of the high school diploma/GED, or high school transcript, or pass the USDOE ability to benefit test at the 10th grade level or higher will be required.

Admission into the school's Cosmetology, Esthetician and Manicurist programs require the applicant to present valid government issued ID and social security card.

All applicants must demonstrate an ability to benefit from continuing education in his or her chosen field by passing the Wonderlic Scholastic Level Exam (SLE) administered by the school. Upon successful completion of the exam, the applicant may be considered for enrollment. The minimum passing Wonderlic scores for each program are shown below:

Program	Minimum Score
Cosmetology	13
Esthetician	15
Manicurist	13

In addition to the institution's entrance evaluation, all non-high school graduates or recognized equivalent, applying for postsecondary training programs are required to pass an approved ability to benefit test approved by the U.S. Department of Education.

Admissions procedures include individual advising, explanation of course descriptions, admissions test, appointment with financial aid, enrollment, and orientation to the school regarding the policies, regulations and requirements for the various classes.

Each application, along with other information, is reviewed by a member of the school's Enrollment Review Board. If the applicant is accepted, he or she is notified immediately and may begin the enrollment process.

Upon acceptance and before entering classes, the applicant must complete an enrollment agreement. This agreement details the prospective student's and the school's obligations. The final decision to admit an applicant rests with the school's administration.

Transfer students will receive credit for certified hours received from other schools or states according to state law, and their program will be shortened and tuition will be adjusted accordingly. Milan Institute of Cosmetology does not recruit students already attending or admitted to another school offering a similar program of study.

ENGLISH ONLY

Milan Institute does not offer visa services to prospective students from other countries or English language services. Milan Institute does not offer English as a Second Language instruction. All instruction occurs in English.

DRUG AWARENESS

Milan Institute of Cosmetology maintains a drug-free campus and work place. Milan Institute of Cosmetology maintains a list of community drug rehabilitation centers that specialize in drug abuse treatment where, if help is needed, the student or employee may receive help. Milan Institute of Cosmetology **will not tolerate** any illegal drugs or alcohol being used on the campus. The school refers students to outside agencies when the student requests assistance. The school complies with Section 487 (a) (10) of the Higher Education Act, Amendments of 1986, concerning drug abuse prevention programs for students.

TUITION POLICY

It is the policy of the school that all tuition and fees are due and payable on the first day of attendance. Students must make other payment arrangements in advance of the first day of class with school officials. The school accepts payments in cash, check, MasterCard and Visa. Prices are subject to change.

STUDENT TUITION RECOVERY FUND (STRF)

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 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 from federal student financial aid programs. assessment, if either of the following applies:

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

SCHOLARSHIP STATEMENT*Graduate Scholarship*

A graduate from Amarillo College of Hairdressing, Inc. is eligible for a \$1,000.00 tuition scholarship upon enrolling in a subsequent program with a minimum of 600 hours, (except for the Cosmetology Instructor program). For programs with less than 600 hours, a graduate is eligible for a \$200.00 scholarship. A graduate enrolling into a Cosmetology Instructor program is eligible for a \$500.00 tuition scholarship.

GED Scholarship

A \$1,000.00 GED Scholarship is available to all first year students entering a program offered at Milan Institute or Milan Institute of Cosmetology, who have successfully completed their GED

Program with in the last twelve months. Applications must be submitted to the Education Finance Advisor 30 days prior to entering the program, for consideration by a campus scholarship review committee. Recipient selection is based on an interview, application, essay, and letter of recommendation. GED test scores may also be considered in the application review process. Scholarship awards will be applied to the student's direct educational cost upon completion of their program.

Performance Scholarship

Those Cosmetology students in good academic standing and that have maintained a 98% accumulative attendance each month until the end of each academic year will be eligible for the Performance Scholarship award. The institution will award students in the Cosmetology program meeting the scholarship criteria with a tuition voucher in the amount of \$500 for each academic year.

FINANCIAL AID

Student Financial Aid is assistance which helps pay the cost of education. Funds included in this aid may be provided from several sources, including federal, state and private agencies. Most financial aid recipients receive a combination "package" comprised of more than one type of assistance program.

To begin the process of applying for most aid programs, including grants and loans, students must first complete the Free Application for Federal Student Aid (FAFSA). This document is in the primary resource for establishing eligibility for need-based aid at this institution. Grant aid is money that does not have to be repaid. Loan assistance includes borrowed money that will be repaid by the applicant.

The school participates in Title IV Federal Financial Assistance programs under authorization of the U.S. Department of Education, Office of Student Financial Assistance. Any student interested in obtaining Federal Aid should visit or call the financial aid office and request a Student Financial aid Guide or visit www.studentaid.ed.gov to view online federal assistance publications. All consumer information that is required to be disclosed pursuant to applicable financial aid programs is provided.

Title IV assistance may include grant aid from the Federal PELL Program and/or self help aid in the form of Direct Loans.

The information provided above and in referenced materials is not a guarantee of financial assistance. Individual need and circumstance must be evaluated to determine aid program eligibility. This need will be determined with and comply by all applicable federal, state and accreditation regulations.

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

METHODS OF DISBURSEMENT

All Federal financial assistance awarded by the school is disbursed according to Federal regulations.

DELINQUENT TUITION

The student is charged a \$10.00 late fee for payments received 10 days after the due date. Any student who is delinquent in payments to the school may be suspended or terminated from school, at the discretion of the administration, until the school receives payment or the student makes written payment arrangements acceptable to the school. Students are advised during the exit interview. If an amount is due, a payment schedule is arranged. If a student does not follow the payment guidelines, after 90 days his/her account will be turned over to the Corporation's collection agency. The student will be responsible for all costs associated with collection.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel this agreement for a course of instruction including any equipment or other goods and services included in the agreements, and receive a refund until midnight of the *fourteenth (14) calendar day* after the first class you attend. Cancellation shall occur when written Notice of Cancellation is given at the address of the school location where the student is attending. Notification can be by mail or hand deliver. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed and with correct postage prepaid. Any written expression that the student elects not to be bound by in this agreement will serve as Notice of Cancellation of this agreement if provided to the school within fourteen (14) calendar days of the first class the student is scheduled to attend. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less the registration fee not to exceed \$250. and less any deduction for equipment not returned in good condition (does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way) within 45 days after the notice is received. If you do not return equipment to the school, the school shall deduct the cost of the equipment (as specified on the Course Cost Addendum B of the Enrollment Agreement) from the amount of the refund.

REFUND POLICY

The student has the right to withdraw from the course of instruction at any time. If the student withdraws from the course after the period allowed for cancellation of the agreement stated above, he/she will receive a pro-rata refund of the amount being charged if he/she has completed 60% or less of the period of attendance being charged. The amount of that refund is to be "pro-rated" according to the portion of the period of attendance not completed, less the cost of any equipment returned in good condition and a registration fee not to exceed \$250. to be paid within 45 days of withdrawal. If the student obtains equipment, as specified in the agreement as a separate charge, and returns it in good condition (does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way) within 45 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by the student. If the student fails to return the equipment in good condition, allowing for reasonable wear and tear, within this 45-day period, the school may offset against the refund of the documented cost to the school of the equipment. The student shall be liable for the amount, if any, by which the documented cost of the equipment exceeds the pro-rated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. For a list of these charges, see Addendum B of the Enrollment Agreement. If the amount that the student has paid is more than the amount that is owed for the time of attendance, then a refund will be made within 45 days after

the date of withdrawal. If the amount that is owed is more than the amount that has been paid, then the student must make arrangements to pay it..

For the purpose of determining a refund, the student is deemed to have withdrawn from a course of instruction when any of the following occur:

1. The student notifies the school of their withdrawal or the actual date of withdrawal, whichever is later.
2. The school terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; failure to meet financial obligations to the school; failure to return from a leave of absence.
3. After ten (10) consecutive days of absence for Cosmetology and Esthetician programs and five (5) consecutive days of absence for all other programs. The date of withdrawal shall be deemed the last date of recorded attendance.

PROGRAM OR COURSE CANCELLATION POLICY

If a program or course is cancelled subsequent to a student's enrollment, and before instruction in the program or course has begun, the school shall provide a full refund of all monies paid.

SCHOOL CLOSURE POLICY

If the school closes permanently and ceases to offer instruction after students have enrolled, or if a program is cancelled after students have enrolled or instruction has begun, the school will perform a prorated refund for those affected students.

RETURN OF TITLE IV FUNDS

The Return of Title IV Funds policy is based on "Earned" and "Unearned" aid at the time of withdrawal from the program. The school must determine how much "unearned" aid must be returned by the school and by the student.

Based on the formula set by the Federal Government for calculating the Return of Title IV funds, both the school and the student may be responsible for returning federal funds to their source. Keep in mind that the Return of Title IV funds calculation is separate from the school's refund policy. Please refer to the Student Financial Aid Consumer Information available from the school's financial aid department.

VERIFICATION OF ATTENDANCE/TRANSCRIPTS

Graduates requiring official verification of attendance or transcripts to be sent to other educational institutions must submit such a request in writing. Allow 30 days for the verification of attendance or the transcript to be sent. A complete transcript will not be issued if a student has not met his/her financial obligations to Milan Institute of Cosmetology.

STUDENT FILES

The information in student files is confidential. A student's right to inspect these records is in accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended. Generally, we must have written permission from the student, parent or guardian before releasing any information from the student's financial aid record. However, the law allows us to disclose

records, without consent, to the following:

A school MAY disclose education records without consent when:

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students;
- The student is seeking or intending to enroll in another school;
- The disclosure is to state or local educational authorities auditing or enforcing Federal or State supported education programs or enforcing Federal laws which relate to those programs;
- The disclosure is to the parents of a student who is a dependent for income tax purposes;
- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
- The disclosure is pursuant to a lawfully issued court order or subpoena; or

The information disclosed has been appropriately designated as directory information by the school. At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include the following:

- Name
- Home address
- Home telephone number
- Major field of study
- Dates of attendance
- Degrees and awards received

Students may withhold directory information by notifying the Office of the Registrar in writing in accordance with the procedures contained in the public notice designating directory information.

The school will provide the proper supervision and interpretation of the student records when they are being reviewed.

Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

GRIEVANCE POLICY

When problems arise, students should make every attempt to resolve the issue by following the formal complaint procedure. The procedure is as follows:

1. Contact the instructor in charge to resolve the problem or complaint.
 2. If the issue cannot be resolved with the instructor, contact the dean of education to schedule a meeting to discuss the concern.
 3. If a solution cannot be reached with the dean, the dean will schedule a meeting with the school director to include the student, dean, and school director.
 4. If a mutual solution cannot be reached with the school director and dean, the student should submit a written complaint to the school's grievance committee. The committee will meet, review and respond with the committee's decision and/or resolution within 14 days of receipt
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of the letter. The committee is composed of at least one member from each of the following departments:

- Education
 - Financial Aid
 - Administration
5. The student has the right to appeal the decision of the committee and submit the complaint letter to the President of the Amarillo College of Hairdressing, Inc. located at 1720 W. Walnut Avenue, Visalia, CA 93277; Fax: (559) 733-7831; Phone: (559) 735-3818 ext. 1012; Email: comments@milaninstitute.edu. The President's decision will be communicated to the student.
 6. The student has the right to appeal the decision of the President and submit the complaint letter to the school's state agencies and/or accrediting agency.
 - a. The school's accrediting agency is the National Accrediting Commission of Career Arts and Sciences (NACCAS) located at 4401 Ford Avenue, Suite 1300, Alexandria, VA, 22302, Phone: (703) 600-7600.
 - b. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.
 - c. The school has an additional state agency for cosmetology-related programs is the Board of Barbering and Cosmetology (BBC), P.O. Box 944226, Sacramento, CA, 94244, Phone: (800) 952-5210.

The school maintains its complaint log for at least two years.

NONDISCRIMINATION

Students are admitted, trained, and referred for employment without regard to age, race, color, creed, handicap, ethnic origin, gender, sex, sexual orientation, political affiliation, religion, or belief. No special services are provided for handicapped students. However, all doors, hallways, pay telephones, and restroom facilities are in compliance with standards for ADA access existing at the time of their construction or installation. Students are encouraged to visit the campus to determine its ability to meet their special needs. Students may discuss additional assistance they may require with the school director, who will attempt to assist them.

STUDENTS WITH DISABILITIES

Milan Institute is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the programs offered by Milan Institute.

Students requesting auxiliary aid and services must submit an Application for Auxiliary Aid, including supporting documentation, to the School Director. Applications must be submitted at least two weeks before classes commence, or as soon as possible. Supporting documentation must be in the form of a documented physical, medical, or psychological condition which has been verified by a professional. Delays in submission of all required documentation will delay a decision regarding the

request for accommodation.

Decisions are made to grant or deny requests for accommodations within ten (10) business days of receipt of all requested documentation.

Upon approval of the request, the Campus Director and Dean of Education will develop a plan to meet the student's needs. The plan may include academic accommodations such as a reduced course load, interpreters, note takers or laboratory assistants and modifications for instructional methods.

Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy should be directed to the Corporate Compliance department via email at comments@milaninstitute.edu, or by calling (559) 735-3818 ext 1012.

STUDENT PHOTO RELEASE

Students attending Milan Institute of Cosmetology give the school the absolute right and permission to take photographs and/or video of them in class, in clinic or in lab for advertising, trade publications and/or any other lawful practice.

CAREER SERVICES

Milan Institute of Cosmetology offers career services to all graduates pursuing employment in their field of study. Services include assistance with creating resumes, guidance on how to conduct a job search, professionalism, and interview preparation. The Career Services staff develops and maintains close relationships with local businesses so that they may keep abreast of current employment opportunities to which graduates may be referred. Although no institution can guarantee employment, the Career Services staff at Milan Institute makes every effort to help ensure that each graduate is prepared to effectively compete in the job market as they pursue their new career.

COPYRIGHT INFRINGEMENT POLICY

Compliance with federal copyright law is expected of all students. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

You may "use" all or part of a copyrighted work only if (a) you have the copyright owner's permission, or (b) you qualify for a legal exception (the most common exception is called "fair use"). "Use" of a work is defined for copyright purposes as copying, distributing, making derivative works, publicly displaying, or publicly performing the work.

Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur on or over the school's networks or other computer resources may create liability for the school as well as the computer user.

Students who violate Copyright Infringement Policy are subject to disciplinary action, including suspension and termination.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

Legal Alternatives:

An extensive online list of legal downloading resources is available at <http://www.educause.edu/legalcontent> . EDUCAUSE, is a nonprofit organization committed to promoting the intelligent use of information technology to advance higher education. Resources on the list include websites such as Amazon MP3 Downloads, MediaNet and Best Buy.



COSMETOLOGY INFORMATION

AN INVESTMENT IN BEAUTY PAYS

If you want a career in cosmetology, Milan Institute of Cosmetology is the right choice for you. The exciting, ever changing world of cosmetology will always be a source of professional and financial rewards. The outlook for the profession has never been better, with women today striving to achieve the "Total Look," and more men are taking advantage of the salon scene and benefiting from style cuts, perms, manicures, and color. The work of the cosmetologist is challenging and very rewarding, with a very high income potential that can soon place you at a professional earning level. Since most salons pay on a commission basis, there is no ceiling on income in the cosmetology profession. Management presents even greater challenges, and salon ownership offers a sense of pride that every small business owner enjoys.

Choosing a lifetime career is one of the most important decisions you will ever make. To find out more about a career in cosmetology, how to become a part of this exciting profession and other information about Milan Institute of Cosmetology, please read this catalog carefully.

ADVISORY BOARD

The advisory board is composed of members chosen as experts in one or more specialized areas. These advisors serve as guest lecturers, perform demonstrations, judge competitions, and meet with faculty and students. Based on their years of experience as successful owners, managers, and self-employed professionals, they are an invaluable source of up-to-date information on advances in our field.

FACULTY

Milan Institute of Cosmetology staff members are experienced cosmetology instructors. In addition to meeting the educational requirements for licensing, each instructor has been thoroughly trained in the contemporary methods of hairstyling and techniques of hair design. A list of our faculty members can be found in the catalog insert.

STUDENT RATIO

One instructor per twenty-five students on campus.

ORIENTATION

New students are required to attend an orientation prior to the class start date. This meeting is to welcome new students and introduce them to the school's policies and procedures. During orientation many topics are discussed, including: school rules, regulations, financial aid questions, state board exams, grading, attendance, theory classes, clinic floor work, satisfactory progress, and project completions. Students are also given the opportunity to meet instructors, school staff, and other students and to ask questions about their training programs.

ENROLLMENT TIME

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within forty-five (45) days from the withdrawal date, or in the case of a leave of absence, the earlier of the documented date of scheduled return or the date the student notifies the institution that he/she will not be returning.

WITHDRAWAL

For the purpose of determining a refund, you are deemed to have withdrawn from a course of instruction when any of the following occur: (1) you notify the school of your withdrawal or of the date of your withdrawal, whichever is later; (2) the school withdraws your enrollment as provided in the Enrollment Agreement; (3) after ten consecutive days of absence; (4) after the expiration of a leave of absence or the date you notify the institution that you will not be returning, whichever is earlier.

SATISFACTORY ACADEMIC PROGRESS POLICY

All students are evaluated for satisfactory academic progress at the end of the first payment period or midpoint of the program or academic year, and at the end of the program or academic year.

Clock Hour Program

The student's academic progress is evaluated at the point the student successfully completes the required clock hours for that payment period. Students must maintain (1) an accumulative grade point average of 2.0, and (2) an attendance rate of 85% of the scheduled hours.

To successfully complete a program the student must complete 100% of the program requirements within no more than 150% of the program length, measured in scheduled hours.

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory progress until the next scheduled evaluation.

Grading

The school uses a four –point scale to determine academic standing according to the following grading chart:

90 - 100% = A = 4.0

80 - 89% = B = 3.0

70 - 79% = C = 2.0

60 -- 69% = D = 1.0

Below 60% = F = 0.0

"I" = Incomplete

Students receiving an incomplete will have two weeks from the end of the academic module to complete the required course work which will lead to the removal of the incomplete grade.

Incomplete Grades

An incomplete grade ("I") will not be computed in the student's grade point average if the completed work is finished within the time frame specified in the grading policy. If the incomplete work is not finished within this time frame, the incomplete grade "I" will revert to a letter grade based on an averaging of the grades achieved on all course work previously completed in the course. Incomplete courses will count toward courses attempted for the maximum time frame calculation for Academic Progress.

Course Repetition

Students are allowed to repeat a failed class one time, as long as completion does not exceed the maximum time frame of one and a half times the total program length. The highest grade received in the class will be issued to calculate the GPA. Students are also allowed one change of program during an academic year.

Students can receive financial aid for course repetition as long as the repeated coursework does not represent more than one repetition of a previously passed course, or a repetition of a previously passed course due to the student failing other coursework.

Grades of I (incomplete), and F (Failing) are not considered to be completed credits, however they do count as attempted credits in the progress calculation. Transfer hours and credits are accepted toward completion of a student's program as both hours/credits attempted and hours/credits completed.

Consequences of Failure to Meet Satisfactory Academic Progress Standards

A student failing to meet the minimum satisfactory progress listed above will be placed on a *Financial Aid Warning* for one evaluation period with the opportunity to meet minimum standards. If at the end of this *Financial Aid Warning* period the student has not satisfied the minimum requirements as outlined, the student will lose their eligibility for financial aid. To regain financial aid eligibility after this point, the student must make an appeal. After a successful appeal the student will be placed on *SAP Probation* status for one evaluation period as long as satisfactory academic progress standards can be met by the end of the subsequent evaluation period. If the student fails to meet the terms of the *SAP Probation* the student will lose financial aid eligibility.

While on a *Financial Aid Warning* or *SAP Probation* the student remains eligible for financial aid. Students are notified in writing of satisfactory academic progress evaluation results. If students are failing to meet standards, a *Financial Aid Warning* or *SAP Probation* notice must be signed by the student confirming receipt. Students meeting progress will be notified of the results in writing with no confirmation signature required. A copy of all notification is maintained in the student file.

Appeal Procedure

A student who loses aid eligibility due to failure to maintain satisfactory academic progress may appeal the status. The student must submit a written appeal of the dismissal within one week of the date the school took action. The appeal should be addressed to the School Director. The reasons for which a student may appeal include death of a relative, an injury or illness of the student, death in the family, etc. After successful appeal the student will be placed on *SAP Probation* for the following evaluation/payment period. The student must be at satisfactory academic progress at the end of the probationary period or financial aid eligibility will be terminated.

The student's appeal must address the following:

The basis for the appeal – description of the special circumstances and

The reason why the student failed to meet the SAP standard(s) and

What has changes in the student's situation so that he or she will now be able to meet SAP standards.

The student's written appeal and the documented results as determined by the institution are retained in the student file.

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution in the same progress status as when they left.

Leave of Absence - A request for a leave of absence of up to 60 days must be made in writing prior to taking the leave. However, a leave may be granted within five (5) days of the last day of attendance under mitigating circumstances. Such a request may be granted at the discretion of the school administration. Only one leave of absence may be granted during a twelve (12) month period. A leave of absence does not impact satisfactory academic progress status. Students may not receive disbursements or sign loan checks during the leave of absence.

A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. If the student fails to return from a leave of absence, the student is considered to have withdrawn from school as of the last date of attendance.

Students receiving veterans educational benefits will be reported to the Department of Veterans Affairs upon taking a leave of absence. They may be re-enrolled for educational benefits upon return to class.

Veterans and eligible persons receiving veterans educational benefits, will receive benefits up to 100% of the course length.

ATTENDANCE POLICY

Milan Institute of Cosmetology expects students to attend all classes at their scheduled times. Your training demands the same work attitudes required by employers or of yourself if you are planning to be self-employed. Student must maintain a cumulative attendance rate of 85%. If you are going to be absent or arrive late, you must notify the school office before 9:00 am. Proper arrangements will be made to service the customers previously scheduled for you. Notifying the school when you are absent or late shows consideration for your school, your customers and your fellow students.

Student attendance is evaluated monthly. If a student is not in attendance for two consecutive days, he/she will receive a phone call and/or letter of concern. After ten consecutive days of absences, the student will be automatically dropped unless he/she signed a leave of absence.

Attendance Probation

Students failing to meet the minimum attendance listed above will be placed on *Attendance Probation* for one month with the opportunity to meet minimum standards. At the end of this one month probationary period, if the student has not satisfied the specific requirements as outline above, the student may be placed on a second probation period. If at the end of the second probation period the student has not satisfied the specific requirements as outlined, he/she may be withdrawn from the program by the school. Absences due to mitigating circumstances maybe appealed per the Appeal/Reinstatement policy.

RULES OF CONDUCT

The school sets forth specific expectations for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goals during training can only enhance the graduate's potential for success. **Students are expected to:**

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Theory class is a critical part of your training.
2. Arrive for all classes on time. Students may not be allowed to attend class or to clock in until the scheduled class is dismissed. The determination will be made by school staff based on the circumstances causing the tardiness. Excessive tardiness may result in suspension. Students receiving veterans educational benefits will be reported to the Department of Veterans Affairs upon suspension.
3. Complete all assigned theory, practical and clinic assignments in the designated time frames. It is the student's responsibility to contact the instructor regarding makeup exams. The Final Transcript of Hours will not be released to the student or State Board until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.
4. Notify a staff member within one (1) hour of your start time of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
5. Notify a staff member when leaving the facility for any reason other than lunch time and closing.
6. Only perform services on clients after successfully completing the Phase One Requirements and have passed a written and practical competency evaluation.
7. Practice courtesy and professionalism at all times when dealing with other students, clients, instructors, staff and visitors.
8. Follow all state laws and regulations at all times during school.
9. Comply with the school's Satisfactory Progress Policy at all times. Failure to maintain satisfactory progress may cause loss of or delays in funding, delay in graduation and additional tuition charges.
10. Park only in the designated areas for student parking. Front row parking is ALWAYS reserved for client use. The school does provide parking for its students.
11. Know all pricing and service policies of the school and the name, purpose, benefits, procedures, and cost of products used.
12. Keep all student and client analysis and service records up to date.
13. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
14. Follow the policy personal services and product purchase. Student may receive personal services at a 50% discount off the client price. Students are charged to cover the cost of products, utilities, towels, etc. Students will receive a 25% discount on retail products. All services and products must be paid for at the time of purchase.
15. Strive to continually improve abilities through education and practice.

GROUNDS FOR DISCIPLINARY ACTION

The following types of social behavior that keep you and your fellow students from learning are not acceptable and may result in a warning, probation, suspension and/or termination. *Milan Institute of Cosmetology reserves the right to take any disciplinary action it deems necessary and reasonable under the circumstances.*

- a. Refusing to service an assigned customer or refusing to comply with the instructor's assignment.
 - b. Unprepared to service assigned clients. Refusal to perform a clinic service will result in the student leaving for the day. Excessive refusals may result in termination.
 - c. Not meeting student salon monthly expectations.
 - d. Not involved in curriculum related activities at all times while clocked in.
 - e. Discussing sexual activities or beliefs.
 - f. Discussing unethical and unprofessional subject matter during school hours.
 - g. Criticizing another student's work.
 - h. Cursing; using foul language or vulgar language.
 - i. Immoral or unprofessional conduct.
 - j. Arguing with an instructor in the presence of another student or customer.
 - k. Cheating, dishonesty or falsification of records.
 - l. Consuming or possessing alcoholic beverages and/or illegal substances during school time or on school grounds.
 - m. Not following time clock procedures by not clocking in and out to accurately to reflect hours in attendance. No student may clock in/out for others. If a student fails to clock in/ out, they will not receive credit for time in school.
 - n. Non-compliance with the published dress code which includes students wearing the required name badge and practicing proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until in compliance.
 - o. No smoking, chewing gum, eating and/or drinking except in designated areas.
 - p. Not following scheduled breaks. The time for breaks will depend on the classes s c h e d u l e d and the student salon floor services that are assigned. Students are required to clock out for a minimum of 30 minutes each day for a lunch break. Failure to do so may result in lost time. As consideration to fellow students, clients and instructors, please notify the school if you a r e not returning from a lunch break.
 - q. Not following sanitation requirements. Understand that training involves sanitation, cleanliness and equipment care. Students are responsible for personal workstations and w o r k areas. Daily assigned sanitation duties must be evaluated before clocking out each day. S t a t e Board requires all students to follow sanitation rules and practices at all times.
 - r. Theft from a student, customer, or school (property and/or money) will result in immediate termination. Students are responsible for the security of their own property. The school is not responsible for lost, stolen, missing, and/or broken items.
 - s. Willful destruction of property.
 - t. Unauthorized personal visitors to the school. Guests will be asked to leave unless they are scheduled for a service in the student salon.
 - u. Excessive time in the student lounge is not allowed. Students who are clocked in may not linger in the facility and distract other students from training responsibilities.
 - v. Using the business phone or personal cellular phone for incoming or outgoing calls without the expressed permission of a staff member.
 - w. Possession of weapons while on campus.
 - x. Behavior which creates a safety hazard to self, students, faculty, or staff.
 - y. Disrupting class or sleeping in class.
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CHEATING POLICY

Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false or misleading information to the school's Instructors or administrative staff. Students shall not engage in any of the following activities:

Give or receive advance information about quizzes, tests, or examinations;

Assist another student in dishonest practices

Present someone else's work or ideas as your own;

Have another person do work which is then submitted as their own;

Include another person's work as part of their work, without proper acknowledgement or documentation.

When a student is charged with cheating or plagiarism, and the Instructor has proof to back up the charges, or a student admits to the charges when confronted, the Instructor may handle the situation in the following ways:

1. Issue an oral warning or a written warning that will be put in the student's permanent academic file.
2. Issue the student an "F" or "0" on the assignment or test in question.
3. Issue the student an "F" for the entire class.
4. Refer the student to the school director for disciplinary action, which may include suspension or dismissal from the school.

STUDENT DISCOUNT

Student may receive personal services at a 50% discount off the client price. Students are charged to cover the cost of products, utilities, towels, etc. Students will receive a 25% discount on retail products. All services and products must be paid for at the time of purchase.

LEARNING RESOURCES

Cosmetology students follow *Milady's Standard Textbook of Cosmetology*. Esthetician students follow *Milady's Standard Fundamentals for Estheticians*. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

FORMAT

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The programs are presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the programs.

EQUIPMENT

All of Milan Institute of Cosmetology's students work with shampoo bowls and chairs, dryers, electrical cap, thermal hair straighteners, mannequins, manicure stations with chairs, facial chairs, dermal lights, 8-in 1 function galvanic unit, manicure heater, paraffin wax heater, wax machine, pedicure tub and other equipment commonly found in salons and other locations where cosmetology services are performed. A classroom laptop, LCD projector and screen and marker boards are also used the Cosmetology program.

EXPENDABLE SUPPLIES

The school furnishes all expendable supplies used by the student for training. The student must purchase all supplies from the school that are for personal use.

GRADUATION REQUIREMENTS

Students must satisfactorily complete all required tests and practical assignments as outlined in their designated program. Students who fail to make the necessary grade will be given the opportunity to retake the subject. Upon successful completion of the program and payment in full of all tuition and fees, students will receive a Certificate of Completion and be eligible to sit for the State licensing exam.

All students are required to pass the school's final examination with a grade of not less than 70% on both practical and written exams prior to going to State Board. The student must also meet the requirements set forth by the Board of Barbering and Cosmetology prior to going to State Board.

LICENSING REQUIREMENTS

The general requirements for obtaining a cosmetology license, esthetician license or manicurist license are that all applicants must:

1. pass the State Board Examination;
2. pay the required fee; and
3. Supplies proof of successful completion of the 10th grade in California or its equivalent **and** has done any of the following:
 - a. completed a course in cosmetology from a school approved by the board *or* practiced cosmetology, as defined in this chapter, outside of California for a period of time equivalent to the study and training of a qualified person who has completed a course in a cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training of qualification under paragraph (1) of this subdivision *or*;
 - b. holds a license as a barber in California and has completed a cosmetology crossover course in a school approved by the board *or*;
 - c. completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board *or*;
 - d. completed the apprenticeship program in cosmetology specified in Article 4 (commencing with Section 7332).

GROUND FOR DENIAL OF A LICENSE

1. A board may deny a license regulated by this code on the grounds that the applicant has one of
-

the following:

- a. 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
 - b. Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or
 - c. Done any act which if done by a licentiate of the business or profession in question, would be grounds the board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.
2. 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.
 3. 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.
 - a. or suspension or revocation of license.
-

Esthetician

600 Hours/25 Weeks/6 Months



The primary purpose of the Esthetician Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Esthetics or related career field.

Objectives:

Upon completion of the program requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skin care services, work with facial machines, hair removal and makeup.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

Occupations:

Skin Care Specialist 39-5094.00

ESTHETICIAN COURSE DESCRIPTIONS

Professional Development

Orientation, school rules and regulations, professional and personal development, professional ethics, professional image, personality development, life skills, communication skills

State Law

Barbering and Cosmetology Act, Boards Rules and Regulations

Chemistry

Chemical composition and purpose of cosmetic, nail, hair and skin care preparations; chemical makeup, chemical skin peels, physical and chemical changes of matter, pH and pH scale.

Health/Safety/Hazardous Substances

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

Electricity

Nature of electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.

Disinfection and Sanitation

Procedures to protect the health and safety of the consumer as well as the technician; disinfecting instruments and equipment will be emphasized throughout training.

Anatomy/Physiology/Bacteriology

Systems, cells, tissues, and organs; types and classifications of bacteria, viruses and fungi

Manual Facials

Cleansing, scientific manipulations, packs and masks.

Electrical Facials

Use of electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes.

Chemical Facials

Chemical skin peels, packs, masks and scrubs.

Eyebrow Beautification

Use of wax, tweezers, electric or manual and depilatories for removal of superfluous hair.

Makeup

Skin analysis, complete and corrective makeup, lash and brow tinting, false eyelash application.

Salon Business

Fundamentals of business management, opening a salon, business plan, written agreements, licensing requirements and regulations, laws, salon operations, policies, practices, compensation packages, payroll deductions, taxes, telephone use, advertising, sales, public/human relations, employee and client relationships, business administration, seeking employment, job readiness, salesmanship, insurance

Section A-3

SUBJECT - UNIT	HOURS OF TECHNICAL INSTRUCTION
Professional Development	35
State Law	20
Chemistry	25
Health/Safety/Hazardous Substances	40
Electricity	30
Disinfection and Sanitation	50
Anatomy/Physiology/Bacteriology	35
Manual Facials	90
Electrical Facials	100
Chemical Facials	85
Eyebrow Beautification	30
Makeup	20
Salon Business	40
Total Hours	600

Cosmetology

1,600 Hours/53 Weeks/13 Months



The primary purpose of the Cosmetology program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career field.

Objectives:

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

Occupations:

Cosmetologist, Hairstylist, and Hairdresser 39-5012.00; Manicurist and Pedicurist 39-5092.00

Externship:

The school encourages qualified students to obtain salon sponsors for participation in the state approved student externship program. It allows students who have completed 60% of the required practical requirements and 60% of the required hours to earn hours and participate in on-the-job training up to eight hours per week in an approved area salon. Total externship hours are limited to 160 hours. The student must meet the state board requirements, pass a written mid-term and practical competency evaluation, maintain Satisfactory Academic Progress according to the school's policy, be current on all written examinations, and meet any other eligibility requirements set forth by the school in order to participate. This is an excellent opportunity to reinforce the basic skills learned at the institution. It also facilitates an easier transition for the graduate from school to work.

COSMETOLOGY COURSE DESCRIPTIONS

State Law

Barbering and Cosmetology Act, Board Rules and Regulations

Chemistry

Chemical composition and purpose of cosmetic, nail, hair, and skin care preparations; chemical makeup, chemical skin peels, physical and chemical changes of matter, pH and pH scale

Health/Safety/Hazardous Substances

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

Electricity

Nature of electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment

Disinfection and Sanitation

Procedures to protect the health and safety of the consumer as well as the technician. Disinfecting instruments and equipment will be emphasized throughout training

Anatomy/Physiology/Bacteriology

Systems, cells, tissues, and organs; types and classifications of bacteria, viruses and fungi

Wet Hairstyling/Shampooing

Handling of implements used, molding arches and lines, fingerwaves, pin curls, stems & bases, roller curls stems and bases, style patterns artistry in hairstyling, comb-out techniques, product knowledge, safety precautions

Thermal Hairstyling

Handling of implements used, style patterns, artistry in hairstyling, hair analysis, straightening, waving, curling with hot combs, curling irons, blow dry styling, press and curl, product knowledge, safety precautions

Permanent Waving

Scalp & hair analysis, principal actions in chemical and heat perm waving, curling rods, procedures for normal, tinted, bleached, and problem hair, record cards/release statements, product knowledge, safety precautions

Chemical Straightening

Classifications, analysis of hair, chemistry of relaxers, use of sodium hydroxide and other base solutions, conditioners, product knowledge, record cards/release statements, safety precautions

Haircutting

Hair analysis; use of razor, scissors, electric clippers, and thinning shears

Haircoloring

Classifications, hair analysis, predisposition test, safety precautions, formula mixing, tinting, bleaching, dye removers, product knowledge, record cards/release statements, safety precautions

Scalp and Hair Treatments

Hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, other hair treatments

COSMETOLOGY COURSE DESCRIPTIONS

Facials

Manual including cleansing, scientific manipulations, packs, and masks; Electrical including the use of electrical modalities, dermal lights and electrical apparatus; Chemical including chemical skin peels, packs, masks, and scrubs

Hair Removal

Use of wax, tweezers, electric or manual, depilatories for removal of superfluous hair

Makeup

Skin analysis, complete and corrective makeup, lash and brow tinting, false eyelash application

Manicuring/Pedicuring

Water and oil manicure, nail analysis, hand and arm massage, complete pedicure, nail analysis

Artificial Nails

Acrylic, liquid, powder, nail tips, nail wraps, repairs

Salon Business

Fundamentals of business management, opening a salon, business plan, written agreements, licensing requirements and regulations, laws, salon operations, policies, practices, compensation packages, payroll deductions, taxes, telephone use, advertising, sales, public/human relations, employee and client relationships, Business administration, seeking employment, job readiness, salesmanship, insurance

Miscellaneous

To be applied by the Instructor to strengthen student performance, supervised field trips, and related training

Professional Development

Orientation, school rules and regulations, professional and personal development, professional ethics, professional image, personality development, life skills, communication skills

Section B-4

SUBJECT - UNIT	HOURS OF TECHNICAL INSTRUCTION
State Law	30
Chemistry	30
Health/Safety/Hazardous Substances	30
Electricity	15
Disinfection and Sanitation	45
Anatomy/Physiology/Bacteriology	40
Wet Hairstyling/Shampooing	275
Thermal Hairstyling	125
Permanent Waving	220
Chemical Straightening	70
Haircutting	120
Haircoloring	200
Scalp and Hair Treatments	25
Facials	105
Hair Removal	30
Makeup	25
Manicuring/Pedicuring	40
Artificial Nails	45
Salon Business	50
Professional Development	45
Miscellaneous	35
Total Hours	1,600

Manicurist

600 Hours/25 Weeks/6 Months

The primary purpose of the Manicurist program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Nail Care or related career fields.



Objectives: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including basic manicures, hot oil manicures, pedicures, a variety of artificial nail applications including tips, wraps, sculptured, gel, and acrylic, nail art/enhancements, nail repair techniques, sanitation, client communication, and professional practices.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, and methods for career development in manicuring and related fields.

Occupations: SOC Code 39-5092.00 Manicurist, Pedicurist

COURSE DESCRIPTIONS

MANICURING

Water and oil manicure, hot oil manicures, paraffin wax, polish application, nail analysis, hand and arm massage

PEDICURING

Complete pedicure, nail analysis, foot and ankle massage

ARTIFICIAL NAILS

Liquid, gel, powder brush-ons; supplies, procedure, filing, fills, repairs, nail analysis

NAIL TIPS, NAIL WRAPS AND REPAIRS

Application, Filing, Removal, Supplies, Maintenance, Nail Analysis

SALON BUSINESS AND PROFESSIONAL DEVELOPMENT

Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Taxes, Telephone Use, Advertising, Sales, Public/Human Relations, Employee and Client Relationships, Business Administration, Seeking Employment, Job Readiness, Salesmanship, Insurance, Orientation, School Rules and Regulations, Professional and Personal Development, Professional Ethics, Professional Image,

Section C-2

Personality Development, Life Skills, Communication Skills, Business Fundamentals Concepts and Techniques

STATE LAW

Barbering and Cosmetology Act, Boards Rules and Regulations

HEALTH/SAFETY/HAZARDOUS SUBSTANCES

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; chemistry related to manicure practices, including chemical

composition and purpose of nail care preparations

DISINFECTION AND SANITATION

Procedures to protect the health and safety of the consumer as well as the technician. Disinfecting instruments and equipment will be emphasized throughout training.

ANATOMY/PHYSIOLOGY/BACTERIOLOGY

Systems, cells, tissues, organs; types and classifications of bacteria, viruses and funguses, and nail analysis and conditions.

SUBJECT - UNIT	HOURS OF TECHNICAL AND PRACTICAL INSTRUCTION
Manicuring	60
Pedicuring	40
Artificial Nails	90
Nail Tips, Nail Wraps, and Repairs	60
Salon Business and Professional Development	50
State Law	10
Health/Safety/Hazardous Substances	35
Disinfection and Sanitation	31
Anatomy/Physiology/Bacteriology	24
Total Hours	400

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

CATALOG INSERT

Amarillo College of Hairdressing, Inc. d/b/a

Effective: October 2012

MILAN INSTITUTE OF COSMETOLOGY

47120 Dune Palms Suites C-2, D & E

La Quinta, CA 92253

P: (760) 771-5520

F: (760) 771-5565

www.milaninstitute.edu

CLASS START CALENDAR - 2012

2012	Cosmetology - Day (Sat., Mon., Tues.)	Cosmetology - Day (Wed., Thurs., Fri.)	Cosmetology - Eve (Mon - Fri)	Manicurist - Day (Wed., Thurs., Fri., Sat.)	Manicurist - Day (Mon., Tues., Wed.)	Manicurist - Day (Sat., Mon., Tues.)
January	01/21/12	01/11/12	01/03/12 01/23/12			
February	02/04/12 02/19/11	02/08/12 02/22/12	No Start			
March	03/03/12 03/17/12	03/21/12	03/05/12 03/26/12			
April	04/14/12 04/28/12	04/04/12	No Start			
May	05/26/12	05/02/12 05/16/12	05/07/12 05/29/12			
June	06/09/12	06/13/12 06/27/12	No Start	06/28/12	06/25/12	06/30/12
July	07/14/12 07/28/12	No Start	07/16/12	07/26/12	07/23/12	07/28/12
August	08/25/12	08/01/12 08/15/12	08/06/12	08/16/12	08/13/12	08/18/12
September	09/08/12	09/12/12 09/26/12	09/17/12	09/13/12	09/10/12	09/15/12
October	10/06/12 10/20/12	10/24/12	10/08/12	10/11/12	10/08/12	10/13/12
November	11/17/12	11/07/12	11/19/12	11/07/12	11/05/12	11/10/12
December	12/08/12	12/12/12	12/10/12	12/19/12	12/10/12	12/15/12

STUDENT HOLIDAY CALENDAR

2012 STUDENT HOLIDAY CALENDAR	
New Year's Day - CLOSED	1/1/2012
New Year's Day (observed) - CLOSED	1/2/2012
Martin Luther King, Jr. Day -	1/16/2012
President's Day - CLOSED	2/20/2012
Memorial Day - CLOSED	5/28/2012
Summer Break	7/1/2012 - 7/7/2012
Independence Day - CLOSED	7/4/2012
Labor Day - CLOSED	9/3/2012
Thanksgiving - CLOSED	11/22/2012 - 11/25/2012
Winter Break - (students only)	12/23/2012 - 12/31/2012
Christmas Day - CLOSED	12/25/2012

Milan Institute of Cosmetology - La Quinta, CA

Schedule of Tuition and Costs

Catalog Insert

All courses are taught at 47120 Dune Palms, Suites C-2, D & E, La Quinta, CA 92253

Day Program	Effective Date	Registration Fee	Student Tuition Recovery Fund	Books & Supplies with Tax	State Board Exam Kit Rental Fee	Tuition 1st Academic Year	Tuition 2nd Academic Year	TOTAL COST
Cosmetology	7/1/2012	\$100.00	\$47.50	\$2,724.41	\$125.00	\$9,098.34	\$7,076.48	<u>\$19,171.73</u>
Evening Program	Effective Date	Registration Fee	Student Tuition Recovery Fund	Books & Supplies with Tax	State Board Exam Kit Rental Fee	Tuition 1st Academic Year	Tuition 2nd Academic Year	TOTAL COST
Cosmetology	9/15/2012	\$100.00	\$42.50	\$2,766.83	\$125.00	\$7,973.34	\$6,201.48	<u>\$17,209.15</u>
Day Program	Effective Date	Registration Fee	Student Tuition Recovery Fund	Books with Tax	Supplies with Tax	State Board Exam Kit Rental	Total Tuition	TOTAL COST
Esthetician	7/1/2012	\$100.00	\$25.00	\$772.63	\$906.50	\$95.00	\$7,655.04	<u>\$9,554.17</u>
Day Program	Effective Date	Registration Fee	Student Tuition Recovery Fund	Books with Tax	Supplies with Tax	State Board Exam Kit Rental	Total Tuition	TOTAL COST
Manicurist	7/1/2012	\$100.00	\$10.00	\$667.58	\$797.64	\$45.00	\$2,365.00	<u>\$3,985.22</u>

Additional Cost Disclosures:

Book Costs - Program costs are subject to increase or decrease due to publisher's book pricing or upgrade of the books used in the program. You will only be charged for the books you receive.

Cosmetology and Esthetician Programs - Extended Contract Period: If the program is not completed by the contract end date on the enrollment agreement, a fee of \$9.00 will be charged per scheduled hours remaining after the contract end date. The additional fee may be waived only with the written consent of the School upon demonstration of circumstance warranting such a waiver.

Student Tuition Recovery Fund (STRF)

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Postsecondary and Vocational 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.

Catalog Staff Insert

Milan Institute of Cosmetology

Effective: December 2012

47120 Dune Palms Road, Suites D & E

La Quinta, CA 92253

P: (760) 771-5520

www.milaninstitute.edu

Administration

Corporate Regional Director (California Campuses) - Cathy Wallace

School Director	Curtis Speller	Education Finance Advisor	Charlene Mann
Dean of Education	Betty Weber	Career Services Coordinator PT	Emerald Williams
Admissions Representative	Stephanie Hernandez	Customer Service Specialist	Jennifer Armenta
Admissions Representative	Fermer Relerford	Customer Service Specialist	Karla Sanchez
Admissions Representative	OPEN	Customer Service Specialist	Stephanie Guzman
Registrar	Mary Urbina	Inventory Specialist	OPEN

Faculty

Cosmetology Instructor	Blanca Vega	7 years experience in Cosmetology
Cosmetology Instructor	Christina Duarte	25 years experience in Cosmetology
Cosmetology Instructor	Claudia Rodriguez	20 years experience in Cosmetology
Cosmetology Instructor	Eric Johnson	23 years experience in Cosmetology
Cosmetology Instructor	Leslie Abelon	10 years experience in Cosmetology
Cosmetology Instructor	Marisa Montez	17 years experience in Cosmetology
Cosmetology Instructor	Michelle Higgins	23 years experience in Cosmetology
Cosmetology Instructor	Nancy Topoleski	37 years experience in Cosmetology
Cosmetology Instructor	Shamoya S. Holland	16 years experience in Cosmetology
Cosmetology Instructor	Krista Edwards-Wurz	
Cosmetology Instructor	Kara Larby	years experience in Cosmetology
Esthetician Instructor	Sandra Lynn	

INSERT I

COSMETOLOGY

OPEID 022482

CIP CODE 12.0401

CREDENTIAL LEVEL – 01 Certificate of Completion
CALIFORNIA

Campus Location

- MIC Visalia
- MIC Fairfield
- MIC Concord
- MIC La Quinta

Tuition & Fees

\$16,322.31
\$16,322.31
\$16,322.32
\$16,322.32

Books & Supplies

\$2,898.24
\$2,842.19
\$2,877.50
\$2,849.41

On Time Graduation Rate 7/1/2011-6/30/2012

31.80%

Based on the number of students that completed the program during the most recently completed award year for which information is available divided by the number of students within normal time.

Accreditation Placement Rate

Based in the formula used by the accrediting agency by program as reported on the last annual report

- MIC Visalia
- MIC Fairfield
- MIC Concord
- MIC La Quinta

65.14%
67.57%
72.50%
n/a%

State Placement Rate

Based on the formula used by the state agency by program as reported on the last annual report.

- MIC Visalia
- MIC Fairfield
- MIC Concord
- MIC La Quinta

30.00%
37.50%
63.33%
76.92 %

Median Loan Debt

Title IV

\$8,166.00

Private Education Loans

\$0.00

Institutional Finance Plans

\$0.00

Common Occupations	Standard Occupational Code	Summary of Standard Occupational Code Website Address
Cosmetologist, Hairstylist, Barber Stylist, Manager Stylist	39-5012.00	http://www.onetonline.org/link/summary/39-5012.00
Manicurist, Pedicurist, Nail Technician	39-5092.00	http://www.onetonline.org/link/summary/39-5092.00

REVISED 11/1/12

ESTHETICIAN**OPEID 022482****CIP CODE 12.0409****CREDENTIAL LEVEL – 01 Certificate of Completion
CALIFORNIA**

Campus Location	Tuition & Fees	Books & Supplies
• MIC Visalia	\$7,780.04	\$1,778.02
• MIC Fairfield	\$7,780.04	\$1,748.92
• MIC Concord	\$7,780.04	\$1,744.71
• MIC La Quinta	\$7,780.04	\$1,744.13

On Time Graduation Rate 7/1/2011-6/30/2012

59.26%

Based on the number of students that completed the program during the most recently completed award year for which information is available divided by the number of students within normal time.

Accreditation Placement Rate

Based in the formula used by the accrediting agency by program as reported on the last annual report

• MIC Visalia	n/a%
• MIC Fairfield	60.00%
• MIC Concord	76.60%
• MIC La Quinta	n/a%

State Placement Rate

Based on the formula used by the state agency by program as reported on the last annual report.

• MIC Visalia	n/a%
• MIC Fairfield	100 %
• MIC Concord	52.17%
• MIC La Quinta	n/a%

Median Loan Debt

<i>Title IV</i>	\$6,333.00
<i>Private Education Loans</i>	\$0.00
<i>Institutional Finance Plans</i>	\$0.00

Common Occupations	Standard Occupational Code	Summary of Standard Occupational Code Website Address
Esthetician Aesthetician Skin Care Specialist Skin Care Therapist Spa Technician Facialist Medical Esthetician Nurse Esthetician Skin Care Technician	39-5012.00	http://www.onetonline.org/link/summary/39-5012.00

REVISED 11/1/12

MANICURIST

OPEID 022482

CIP CODE 12.0410

CREDENTIAL LEVEL – 01 Certificate of Completion
CALIFORNIA

Campus Location	Tuition & Fees	Books & Supplies
• MIC Visalia	\$2,475.00	\$1,513.61
• MIC Fairfield	\$2,475.00	\$1,505.11
• MIC Concord	\$2,475.00	\$1,523.81
• MIC La Quinta	\$2,475.00	\$1,510.22

On Time Graduation Rate 7/1/2011-6/30/2012

n/a%

Based on the number of students that completed the program during the most recently completed award year for which information is available divided by the number of students within normal time.

Accreditation Placement Rate

Based in the formula used by the accrediting agency by program as reported on the last annual report

• MIC Visalia	n/a %
• MIC Fairfield	n/a %
• MIC Concord	n/a %
• MIC La Quinta	n/a %

State Placement Rate

Based on the formula used by the state agency by program as reported on the last annual report.

• MIC Visalia	n/a %
• MIC Fairfield	n/a %
• MIC Concord	n/a %
• MIC La Quinta	n/a %

Median Loan Debt

<i>Title IV</i>	\$ n/a
<i>Private Education Loans</i>	\$ n/a
<i>Institutional Finance Plans</i>	\$ n/a

Common Occupations	Standard Occupational Code	Summary of Standard Occupational Code Website Address
Manicurist, Pedicurist, Nail Technician	39-5092.00	http://www.onetonline.org/link/summary/39-5092.00