

UNIVERSAL BEAUTY COLLEGE
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APPROVAL DISCLOSURE STATEMENT: UNIVERSAL BEAUTY COLLEGE (UBC), has received Temporary Approval to operate from the Bureau for Private Postsecondary and Vocational Education 400 R Street, Suite 5000, Sacramento, CA 95814 Phone (916) 445-3427, pursuant to California Education Code Section 94310(a). 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 that the institution operational plan satisfies the minimum standards listed in Education Code 94311 (a). 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 the visit, the Bureau will then determine whether the institution should be approved on a permanent basis. The courses pending temporary approval are: Cosmetology: 1600 Clock Hours, Manicuring: 400 Clock Hours, Cosmetician 600 Clock Hours, Massage Therapy 600 Clock Hours Instruction is in residence with facilities occupancy level accommodating 50 students at anyone time. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. The following are state agencies, have set minimum standards for our program of studies: BOARD OF BARBERING & COSMETOLOGY & BUREAU FOR PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Owner – Ms. Mayette Nhan. All information in the contents of this school catalog is current and correct and is so certified as true by: Ms. Mayette Nhan

Owner Signature:

Unresolved complaints may be directed to the: Physical Address: Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833; TELEPHONE (916) 574-7720.

STUDENT TUITION RECOVERY FUND STATEMENT State of California **STUDENT TUITION RECOVERY FUND:** California law requires that, upon enrollment, a fee be assessed the institution in relation to the cost of tuition (Education Code Section 94944). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of: a) the closure of the institution before the course of instruction was completed, b) 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, c) The school's failure to pay reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay reimburse proceeds received by the school prior to closure in excess of tuition and other costs, d) the school's breach of anticipatory breach of the agreement for the course of instruction, or d) a decline in the quality or value of the courses of instruction within the 30 days before the school closed, or if the decline began earlier than 30 days prior to the closure, a time period of decline determined by the Bureau, e) the school committed fraud during the recruitment or enrollment or program participation of the student.

You may be eligible for STRF if you were a student that was unable to collect a court judgment entered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of J 989. All students must pay the state imposed fee for the Student Tuition Recovery

Fund (STRF) if all the following applies to you: 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 your total charges are not paid by either 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 fee if either of the following applies: You are not a California resident and your charges are paid by a third party, such as an employer, government program or other payer, and if you have no separate agreement to repay the third party. New Education Code 94944 (a) (b). The fund protects only California students. Institutional participation is mandatory.

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF, which must be filed within one year of the Bureau's service on the student of their rights under the STRF, or if no notice of rights are served to the student, within four years of imputations closure.

For further information or instructions contact: TELEPHONE (916) 574-7720. Physical Address: Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833.

FROM THE OWNER
WELCOME

Dear Student,

Welcome to UBC and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry. At UBC, we offer you the basic training to pass the Board of Barbering and Cosmetology examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part.

You will practice shop management, business concepts, and the psychology of personal success. It is a pleasure to have you join us at UBC, My goal is to help you discover your ability to transform your life by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

Ms. Mayette Nhan
Owner/Director

MISSION STATEMENT & EDUCATIONAL OBJECTIVES

MISSION STATEMENT: UBC strongly believes that any person who has the ability, desire and determination to benefit from vocational training programs should be given each and every opportunity to do so.

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

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

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

FACILITIES: UBC, is a spacious (3,100 sq. ft.) air-conditioned, one story modern facility accessible to all public transportation. The facility consists of combined lecture/lab rooms, workshop areas, administrative offices, student resource library and student and faculty lounge. The school, the facility it occupies and the equipment it utilizes fully comply with any and all Federal, State and Local laws, regulations and ordinances. This includes those requirements as to fire safety, building safety and health regulations. UBC welcomes all persons interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

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

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

COURSES OF STUDY: COSMETOLOGY COURSE: (1,600 Clock Hours), Manicuring Course (400 Clock Hours), Cosmetician Course (600 Clock Hours), Massage Therapy Course (600 Clock Hours). The course of study for students enrolled in their course of study shall consist of the state mandated technical instructional and practical operations covering all practices constituting the art of Cosmetology, Manicuring, Cosmetician and Massage Therapy. Educational Goals: The courses

of study are designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist (D.O.T. #332.271-010, CIP #12.0403) Manicuring (D.O.T. #331.674-010, CIP # 12.04099), Cosmetician (D.O.T. # 332.271-010, CIP #12.0406). Massage Therapy does not require a license to become employed however, in most cities a permit is required by the Local Police Department. Massage Therapy (D.O.T. # 332.27102, CIP # 12.0405).

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

A) Applicant must provide a copy of his/her High School Diploma, GED, California State Proficiency Test or its equivalent, and pass an admissions test (CPAt Student Aptitude Test, published by "ACT) with a minimum score of 126 as stated in the test publisher's guidelines. For a student that has immigrated to the United States and cannot provide an actual copy of the High School Diploma or its equivalent, the applicant will be required to write a statement certifying the completion of High School or its equivalent. The statement must include name of high school, city, state and country where the high school is located, date of graduation and the reason why records may not be available.

B) Students lacking the High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the Board of Barbering & Cosmetology and pass an Ability to Benefit exam prior to admission,

Students admitted under this criteria, will be required to pass one of the Ability-to-Benefit tests approved by the US Department of Education administered by an independent proctor. Students subject to this criterion are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently, our school is using the (CPAt Test) published by 'The American College Testing Program. This test is approved by the Secretary of Education, Washington, DC. The passing score for this test is 126 or higher. This test will be administered by an independent agency. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available after a waiting period and the independent test agency will explain and provide you with the re-testing procedures.

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

CREDIT EVALUATION: Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Cosmetology Act and the Board of Barbering and Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on the Board of Barbering and Cosmetology.

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

ENGLISH AS A SECOND LANGUAGE: This institution does not offer English as a Second Language (ESL) course. All prospective students that are accepted for enrollment must be proficient in the English language. Since all of our instructors are bilingual either in English,

Spanish, Vietnamese or Chinese some translation of the terms may occur but ALL instructions will be conducted in English at a pace of English as a second language if need be.

FRESHMAN CLASS-ENROLLMENT: The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. SEE CURRICULUMS STARTING ON PAGE 16. The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass licensing examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows: Cosmetology: 200 hrs, Esthetician: 80 hrs, Manicuring: 50 hrs. UBC considers the freshman classes to be the foundation for your future.

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

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

CLASS SCHEDULES: 2013-2014: Classes: Day classes for Cosmetology, Cosmetician, Manicuring, and Massage Therapy courses, start weekly: Every Tuesday.

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

DISCLOSURE OF EDUCATION RECORDS: Adult students, parents of minor students and parents of tax dependent students, have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. The school will maintain files for five (5) years. Students are not entitled to inspect the financial records of their parents. Written consent is required from the student (or their guardian if the student is a dependent minor) before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

PROGRESS POLICY: Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

REAL AND PHYSICAL CONSIDERATIONS: Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most

aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching and sometimes for long periods of time. A person must consider his/her physical limitations in terms of extensive training. We promote the acceptance of students with physical limitations or disabilities. If these students believe they can fulfill training demands.

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

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

Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (21 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 21 or more days up to 60 days are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the "School Rules" section of this catalog on pages 10-11.

3. Complete the course within one and one-half ($1-1 \frac{1}{2}$) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.
4. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course to be considered as meeting satisfactory progress at the end of an evaluation period. A student will be considered to be making satisfactory progress until the next evaluation.

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

- * The point at which 25% of the course is scheduled to be completed;
- * The point at which 50% of the course is scheduled to be completed;
- * The point at which 75% of the course is scheduled to be completed;
- * The point at which 90% of the course is scheduled to be completed;
- * The point of actual completion, or at which each additional 400 clock hours are scheduled to be completed, beyond graduation date.

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

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

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

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

Special Note: The percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement. Example: A student enrolled at 100 hours per month would be scheduled to complete a 600 hour course in 6 months, a 400 hour course in 4 months and a 1600 hours course in 16 months, allowing no absences.

For example a student enrolled in a 40 week, 1600 clock hour program would be evaluated for SAP after the 10th week; the 20th week; the 30th week and the 36th week these dates would correspond to the point at which the Student was scheduled to have completed 400, 800, 1200, and 1440 clock hours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 400 clock hours, or at the time of actual completion of the remaining hours, which ever occurs first.

ACADEMIC PROBATION: Students who fail to meet SAP standards during a given evaluation period will be placed on academic/or attendance probation for one additional evaluation period. Students remain eligible to receive aid during the probation period and will be considered as making SAP progress during the probationary period.

Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic/and or Attendance Progress, and may be terminated at the discretion of the institution. In the event such students are allowed to continue with instruction, aid eligibility will be reinstated only after the student has reestablished SAP in accordance with the attendance and grading standards indicated in STANDARDS 1, 2, 3 & 4 of this policy. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation.

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

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

LEAVE OF ABSENCE: Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program up to 60 days. LOA must be requested in writing by the student and must be approved by the school Director. A LOA request form must be filled out and the date of leave and return must be stated on the form prior to the Director approving the LOA. Do not request a Leave of Absence unless you absolutely need one. Under no circumstances can the school grant more than a single (1) LOA within a 12 month period. Students on LOA's will not be assessed any additional charges of tuition. Students returning from

an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her maximum time frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 30 days.

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

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the Cosmetology students at 25%, 50%, 75/0 and 90% of the course hours scheduled to complete. All other courses consisting of 600 hours or less students are issued evaluation forms at 45% and 90% of the course hours scheduled to complete. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. System detailed below is the system utilized in the school.

ACADEMIC GRADING

100% - 95% A Superior Performance

94% - 85% B Above Average

84% -75% C Average

74% - 65% D Unsatisfactory

64% - 00 % F Fail

POINT GRADES FOR PRACTICAL WORK

(GPA4) 4POINTS=A

(GPA3) 3 POINTS=B

(GPA 2) 2 POINTS = C

(GPA 1) 1 POINT8 = D

(GPA 0) 0 POINTS = F

STUDENT CLOCK HOUR POLICY: The Board of Barbering and Cosmetology will only recognize time-clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. You will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a student attends a 6 hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in for on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom.

At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly time card. The time card must be signed by the student and the instructor daily.

Instructors may not sign a student in or out and if a student does not clock in our out at lunch, 30 minutes for lunch will be deducted.

Time cards reflect the student's daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and must remain in the school at all times. Time cards must be retained/stored: in their entirety for 5 years by the school.

After clocking in you are required to maintain applied effort, personal grooming, leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs you will be ask to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination,

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

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in it comparative category.
2. The portion of the time card reflecting hours are in the Theory hours earned and any classes. The instructor has demonstrated.
3. The portion of the time card concerning operations are to be applied efforts of the students as they manually perform practical subject.
4. Some practical operations may take longer to perform according to the student. Note the following time frame the Program gives for each operation: Shampoo/set = 1 1/2 hours, Scalp Treatment = 1 1/2 to 1 hour, Permanent Wave = 2 to 2 1/2 hours, Facial = 1 1/2 to 2 hours, Manicure = 1 1/2 hour, Hair cut = 1/2 to 1 hour.

Using the above, the Board would understandably not consider a student capable of performing more than three permanent waves per day.

PLACEMENT: Job placement assistance is provided to graduates and students at no. additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information.

Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. Mr. Kirk Yang assists students in placements as often as needed; however, the school does not guarantee placement to any student.

CAREER COUNSELING AND PERSONAL ATTENTION: Students are counseled individually, as often as necessary at least every six weeks to review the student's progress and adjustment.

Successful Salon Owners and

Stylists are scheduled into the school regularly to give demonstrations and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the Board of Barbering & Cosmetology Examination.

NOTICE OF STUDENT RIGHTS

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

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

2. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

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

4. If you have any complaints, questions, or problems which you cannot work out with the school, write or call: BUREAU FOR PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION: 1625 NORTH MARKET BLVD S-201, SA~MENTO, CA 95834; TELEPHONE (916) 574-7720.

GRIEVANCE PROCEDURE:

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

1. Fill out the grievance form and list all grievances.

2. Deliver all forms to the Instructor in charge.

3. If you are unable to deliver the form to the Instructor you may deliver it to the Owner/Director: Ms. Mayette Nhan, 9614 E. Garvey Ave. Unit A/B South EI Monte, CA 91733. All grievances regardless of the nature will be turned over to the Owner and reviewed.

4. The Director will evaluate the grievance and set an appointment with the person within 5 days from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours.

5. Any grievances that you can not work out with the institution you may contact:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION 1625 NORTH MARKET BLVD S-202, SACRAMENTO, CA 95834; TELEPHONE (916) 574-7720.

SCHOOL RULES AND REGULATIONS

1. School hours are Tuesday-Saturdays 8:30 am.-5:00 p.m.
2. Time cards must be clearly legible. Students must punch only their own timecards.
3. In case of illness or emergency on any day, the student must call in to the school supervisor to report his/her absence before 8:45 a.m. that morning.
4. Students are required to be in class for roll call promptly at 8:30 am. in clean, prescribed uniform. Males & Female students must wear a White Smock, neat and clean. Jeans are permitted provided they are free of holes and not the skin tight or baggy type. No shorts are permitted. Shoes must be closed toe and closed heel shoes (no canvass material type). A work type shoe is recommended due to the long periods of standing required in our occupation
5. Students appearing in school with their hair not set and neat will clock out. Beauty needs are to be done on the student's own time.
6. A student who is tardy Days (8:38 a.m.) cannot clock in until theory class is over and may not attend theory class. Students who are habitually tardy (5 times in one month) will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases.
7. Students will take lunch between 11:30 am and 1:30 p.m. and must be cleared by receptionist at the desk. Students should report to an instructor if they have not had lunch by 1:30 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility, and must be staggered.
8. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Students failing to do so will only receive credit for hours indicated by the time clock. Students are also be required to punch in and out for all breaks on the back of their time cards.
9. No student is allowed to clock out during college hours without permission from the supervisor. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day his/her time card must be left at the receptionist desk.
10. No gum chewing is allowed in the college at any time. Smoking is allowed in assigned areas only OUTSIDE of the building.
11. No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.
12. College business phones may not be used for personal calls. A pay phone is provided for (student) emergency use only. All calls are limited to 3 minutes. You are not permitted to leave a patron just to answer the phone.
13. Rigid adherence to the rules of sanitation and disaffection and personal hygiene is required at all times.
14. Students must their keep work station, in class or on the floor, clean and sanitary at all times.
15. A minimum of 112 hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
16. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.
17. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
18. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
19. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
20. Students are responsible for the return of college materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.

21. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
22. A student must attend college on all Fridays and Saturdays. Days before and after holidays are considered Saturdays. The college reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation of illness.
23. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
24. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol.
25. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be audited by the college office. Credit will be given for applied effort only; continuously engaged in training and study of the Branch of Cosmetology for which you are enrolled. All work must be checked by an instructor or credit will not be given. Records must be neat and clear.
26. All students will be expected to maintain an average of 70% in theory and in all practical subjects. Probationary status will result in case of failure, to do so.
27. Only products furnished by the college may be used unless otherwise approved by the supervisor.
28. Students are to park only in the areas designated (by unmarked stalls). During orientation class, you will be shown the parking areas, and where to park when the unmarked stalls are full.
29. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
30. Students must comply with college policy and state rules and regulations.
31. Due to absences, all assignments, tests and homework maybe made pp. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.
32. Notify office immediately of any address or telephone change.
33. Absence of THREE days or more without notification shall be considered cause for suspension. Any student absent more than twenty one days without notifying the DIRECTOR will be automatically terminated.

These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon a possible so that you may become employed as a Cosmetologist, Manicurist, or Cosmetician. Violation of school rules may result in suspension or termination.

TUITION AND FEE SCHEDULE

Effective 01-01-13

COURSE	TUITION	REG.	KITS	TOTAL	WKS
Cosmetology	\$2,600.00	75.00	325.00	\$3,000.00	40-64
Manicuring	\$ 530.00	75.00	45.00	\$ 650.00	10-15
Cosmetician	\$1,115.00	75.00	310.00	\$1,500.00	15-24
Massage Therapy	\$1,800.00	75.00	150.00	\$2,025.00	15-24

* = REFUNDABLE: Additional Fee: Effective 01-01-03: Each Student will be assessed the STRF fee upon enrollment @ \$2.50 per Thousand dollars of tuition paid per student. Please refer to the STRF section on page 2 of this catalog. The tuition will be rounded up or down to the nearest thousand and charged accordingly. Example: Tuition charged: \$ 2,600.00 = 3,000 x \$2.50 = \$ 7.50. You must pay the state imposed fee for the Student Tuition Recovery Fund (STRF) if all the following applies to you: 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 your total charges are not paid by either 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 fee if either of the following applies: You are not a California resident and your charges are paid by a third party, such as an employer, government program or other payer, and if you have no separate agreement to repay the third party. (New Education Code 94944 (a) (b). The fund protects only California students. Institutional participation is mandatory. Note: Once used, kits are not returnable or refundable due to sanitary considerations. Above kits prices include 8.25% sales tax. Length of time in course depends on number of hours student contracts for on a monthly basis as specified in the Enrollment Agreement. Please Note: In addition to the above fees/costs each student will be charged \$ 30.00 for I.D. Badge & Uniform Smock.

Note: Once used, kits are not returnable or refundable due to sanitary considerations. Length of time in course depends on number of hours student contracts for on a monthly basis as specified in the Enrollment Agreement.

EXTRA INSTRUCTION CHARGES: Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required or the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Cosmetology: \$1.87, Manicurist: \$0.90, Cosmetician: \$2.50 and Massage Therapy: \$3.00

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

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

SCHOLARSHIPS: This College does not award any institutional scholarships incentives.

THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY; ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.

REFUND POLICY (B.P.P.E.) Bureau for Private Postsecondary Education

A. An applicant not accepted for training by the school shall be entitled to a refund of all moneys paid.

B. If a student (or in case of a student under legal age, his parent or guardian) cancels his/her contract and requests his/her money back in writing by producing a signed dated copy of the Cancellation Notice within five business days (by midnight) of the first day of classes, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.

C. If the student cancels his/her enrollment after the fifth assessed business day of classes without the student starting classes, he shall be entitled to a refund of all monies paid to the school less a withdrawal fee of \$75. The cost of the kit and supplies are not refundable due to sanitary reasons.

D. Even if you withdraw more than five business days after the start of class, you may be entitled to a partial refund. You have a right to withdraw from school at any time and receive a refund for the part of the course not taken.

The amount of that refund shall be "pro-rated" according to the incomplete portion of the course, less the cost of an administrative fee of \$75.00.

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

Hourly Hours of Hours paid Calculation Refund Final refund calculation cost of Tuition
for but not of earned calculation Total paid \$5,500.00 Tuition = Paid received tuition of
tuition Less:

\$5,125.00 \$5,125.00 1,600 600 1,000 Adm. Fee 75.00

1,600 \$3.203 (600) X \$3.203 X 3.203 Equipment 300.00 = Tuition 1,922.00

\$3.203 1,600 1,000 \$1,922.00 \$3,203.00 Total refund \$3,203.00 "Contract Price" reflects the amount of tuition, fees and other costs for which the student has contracted to pay EXCEPT the value of equipment, books, and supplies. "Amount Paid for Instruction" reflects the total amount paid to the school for tuition, fees and all other charges for which the student has paid EXCEPT the value of equipment, books, and supplies.

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

E. Students who terminate prior to course completion will be charged a \$75.00 administrative fee.

F. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a full refund of tuition unless you are enrolled in the field of Cosmetology. If you are, then the following policy will be applied: Cosmetology student hours are transferable from one Cosmetology school to another. The Pro-Rata refund policy will be applied if you have earned any clock hours beyond the Cancellation period of 5 business days. An exception to this policy is as follows: A student whom elects not to accept the verification of training hours or does not elect to pursue a program of cosmetology at another institution shall be entitled to a full refund of tuition.

G. If a course is canceled subsequent to enrollment, the school shall at its option:

1. Provide a full refund of all monies paid; or
2. Provide completion of the course.

RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NONPAYMENT OF TUITION:

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

ENROLLMENT TIME is defined as the hours of attendance, that portion of the course scheduled to be completed on the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded promptly after formal cancellation by the student as defined in item B or formal termination by the school, which shall occur no more than 21 days from the last

day of physical attendance, or in the case of a leave of absence, the documented date of scheduled return.

REFUNDS: In any case where a refund is due to the student or a designated second party so authorized in writing by the student the refund will be made within 30 days. When a student requests a transfer to another school, the institution will prepare all of the academic and financial documentation requested by the student and given to the student within a 10 day period from the date of notification of the termination. '

ADMISSIONS & FINANCIAL INFORMATION AND HOURS

ADMISSIONS: Applicants for Admissions may secure information on Tuesday through Friday between 10:00 a.m. - 6:00p.m. Person to contact: William Yang • Admissions PH: (626) 433-1371

FINANCIAL: Applicants or students may secure financial information Tuesday through Fridays between 10:00 a.m. - 4:00 p.m.

Person to contact: Mayette Nhan • Financial Advisor PH: (626) 433-1371

PLACEMENT ASSISTANCE: Wednesday and Thursdays between: 10:00 a.m., through 12:00 p.m. Person to contact: William Yang Placement PH: (626) 433-1371

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

Any individual associated with UBC, who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

CHARTER HOSPITAL
6060 PARAMOUNT BLVD.
LONG BEACH, CA. 90805
(562) 220-1000

CURRICULUM

COSMETOLOGY COURSE

(1,600 HOURS)

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section ~3.16 ~f the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration; lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person pr mannequin.

Please note 505 hours are devoted to clinic/theory experience which shall include all phases of cosmetology. Such technical instruction and practical operations shall include:

MINIMUM SPECIFIED PRACTICAL OPERATIONS:

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

SUBJECT OF TECHNICAL INSTRUCTION: Min. Hours of Technical Instruction:

1. The Cosmetology Act and the Board's Rules & Regulations: 20 Hours
2. Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elements of chemical makeup, chemical skin peels, physical and chemical changes of matter.) 20 Hours
3. Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics and communicable diseases, including HIV/AIDS and Hepatitis B.) 20 Hours
4. Theory of Electricity in Cosmetology (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment) 20 Hours
5. Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and

980. Disinfection should be emphasized through -out the entire training period and must be performed before use of all instruments and equipment.) 20 Hours
6. Bacteriology, anatomy, and physiology. 15 Hours
7. Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, comb outs.) 25 Hours
8. Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling.) (A) Thermal Styling (B) Press and Curl: 20 Hours
9. Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.) 20 Hours
10. Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.) 20 Hours
11. Haircutting (Shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.) 20 Hours
12. Hair coloring and Bleaching (Shall include hair analysis, predisposition tests, safe" precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any creative color rinses.) (A) Haircoloring (B) Bleaching 40 Hours
13. Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.) 15 Hours
14. Facials (A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.) OS (B) Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes.) However, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.) 10 Hours
- (C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layers of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.) 10 Hours
15. Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories. for the removal of superfluous hair.) 10 Hours
16. Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.) 15 Hours
17. Manicuring and Pedicuring:
- (A) Water and Oil Manicure, including nail analysis, and hand and arm massage. 10 Hours
- (B) Complete Pedicure, including nail analysis, and foot and ankle massage. 10 Hours
- (C) Artificial Nails I. Liquid and Powder Brush-on 10 Hours
- (D) Nail Wraps and Repairs 10 Hours

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

COSMETOLOGY PERFORMANCE OBJECTIVE

1. Acquire knowledge of laws and rules regulating California's cosmological establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails;

3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.

4. Acquire business management techniques common to cosmetology.

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

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

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

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

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

CURRICULUM FOR MANICURIST COURSE

(400 HOURS)

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Please note 40 hours are devoted to clinical/theory experience which will including all phases of manicuring. Such technical instruction and practical operations shall include:

MINIMUM SPECIFIED PRACTICAL OPERATIONS:

10 Disinfections and Sanitation

20 Complete Pedicures

60 Nail Tips

40 Water and Oil manicures

80 Acrylic: Liquid and Powder Brush on nails

40 Nail Wraps and repairs

MINIMUM THEORY HOURS TECHNICAL SUBJECT

1. The Cosmetology Act and the Board's Rules and Regulations.

chemical composition and purpose of nail care preparations.)

2. Cosmetology Chemistry related to manicuring practices. (Shall include the

Health and Safety & Hazardous Substances (Shall include training in chemicals and health establishments, material safety data

sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.)	(C) Nail wraps and repairs
Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	10
Bacteriology, anatomy, and physiology.	3.
Water and Oil Manicures, including hand and arm massage. Complete Pedicure, including foot and ankle massage.	15
Application of Artificial Nails,	4.
(A) Acrylic: Liquid and Powder Brush-on	5.
(B) Nail Tips	6.
	7.
	8.
	10
	10
	15
	10
	15
	10
	05

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:

Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to the Cosmetology field.

MANICURIST PERFORMANCE OBJECTIVE: Acquire knowledge of laws and rules regulating California Cosmological establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures and acquire business management techniques common to manicurist.

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

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

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

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

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

CURRICULUM FOR ESTHETICIAN COURSE

(600 HOURS)

The curriculum for students enrolled in a Cosmetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Cosmetician, pursuant to Section 7354 of the Cosmetology Act. The purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Hours will be devoted to clinic/theory experience which shall include all phases of being a Cosmetician. Such technical instruction and practical operations shall include:

MINIMUM SPECIFIED PRACTICAL OPERATIONS:

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

TECHNICAL SUBJECT MINIMUM THEORY HOURS

1. The Cosmetology Act and the Board's Rules and Regulations. 10 Hours
2. Chemistry pertaining to the practices of an Esthetician. (Shall include the chemical composition and purpose of cosmetic and skin care preparation. Shall also include the elementary chemical makeup, chemical skin peels, physical, and chemical changes of matter.) 10 Hours
3. Health and Safety/Hazardous Substances (Shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.) 20 Hours
4. Electricity (Shall-include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.) 10 Hours
5. Disinfection and Sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment.) 10 Hours
6. Bacteriology, anatomy, physiology, skin analysis and conditions. 15 Hours
7. Facials: A. Manual (Shall include skin analysis, cleansing, scientific manipulations, packs, and masks.) 20 Hours
B. Electrical (Shall include the use of all electrical modalities including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.) 30 Hours
C. Chemical (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living upper-most layers of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.) 20 Hours

8. Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.) (A) Tweezers 20 Hours

(B) Wax and depilatories 20 Hours

9. Make-Up (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.) 20 Hours

10. Training will also include classes in Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, recordkeeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

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

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

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

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

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

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

CURRICULUM FOR MASSAGE THERAPIST COURSE

(600 HOURS)

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

**SUBJECT MINIMUM
HOURS OF
INSTRUCTION**

**MINIMUM
PRACTICE**

OPERATIONS

- I. Health and Safety/Hazardous Substances (Shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.) 15 Hours
2. Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified Disaffection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment.) 10 Hours
3. History, anatomy, and physiology. 10 Hours
4. Ethics, Nutrition, Principles & Techniques 15 Hours
5. The Body's Muscles & Nerves 10 Hours
6. Trigger points of Massage 10 Hours
7. Other systems of Massage 15 Hours
8. Basics of the Traditional Massage, 10-20 Hours
9. Basics of the Traditional Swedish Massage 10-25 Hours
10. Contemporary American Techniques 10-25
11. Basic Shiites Routine & 16 movements 20-75
12. Aroma Therapy 05-10
13. Patterns of Ki (Qui) 15
14. The Front, Back and Side Channels 20-35
15. Introduction of other systems of Massage and Bodyworks 10-25
16. Sports Massage, Study of pre/post event massage, training massage, injury care, nerve innovations, range of motion, structural kinesiology, muscle testing and PNF stretching 55-100
17. Introduction to Holistic theory 15
18. Business practices, setting up a massage business 25-10

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

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

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

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

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

FACULTY AND STAFF

FACULTY/ORGANIZATIONAL CHART

Owner/Director
Ms. Mayette Nhan

Financial Advisor
Mr. William Yang

Admissions
Ms. Evelyn Tram

Placement
Mr. William Yang
Instructors: Mr. William L. Yang, Ms. Sara Vazir & Mr. Tram, M. Tran Receptionist

EDUCATIONAL FACULTY QUALIFICATION LIST

Mr. William Yang	INSTRUCTOR
Licensed Cosmetologist	14 years
Licensed Instructor: Cosmetology	11 years
Massage Therapist	09 years
Certificate of Authorization	11 years
Ms. Sara Vazir	INSTRUCTOR
Licensed Cosmetologist	08 years
Certificate of Authorization	03 year
Mr. Tram M. Tran	INSTRUCTOR
Licensed Cosmetologist	06 years
Certificate of Authorization	03 year
Ms. Mayette Nhan	INSTRUCTOR
Licensed Cosmetologist	07 years
Licensed Massage Therapist	09 years
Certificate of Authorization	07 years