

# *Thuy Princess Beauty College*

**School Catalog**

**2014-2015**

**(07/01/2014 - 06/30/ 2015)**

**[www.thuyprincessbeautycollege.com](http://www.thuyprincessbeautycollege.com)**

**THUY PRINCESS BEAUTY COLLEGE**  
**252 E. SECOND STREETPOMONA, CA 91766 / TEL: 909-620-6893 / FAX: 909-620-6860**  
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**(THIS CATALOG WILL BE UPDATED ANNUALLY)**

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**AS A PROSPECTIVE STUDENT, YOU ARE ENCOURAGED TO REVIEW THIS CATALOG PRIOR TO SIGNING AN ENROLLMENT AGREEMENT AND YOU ARE ALSO ENCOURAGED TO REVIEW THE SCHOOL PERFORMANCE FACT SHEET PRIOR TO SIGNING AN ENROLLMENT AGREEMENT. YOU MAY OBTAIN A HARD COPY OF THIS CATALOG AND THE SCHOOL PERFORMANCE FACT SHEET AT SCHOOL OR YOU CAN LOOK IT UP ON [www.thuyprincessbeautycollege.com](http://www.thuyprincessbeautycollege.com) WEBSITE.**

APPROVAL DISCLOSURE STATEMENT

THUY PRINCESS BEAUTY COLLEGE was granted institutional approval from THE BUREAU FOR PRIVATE POST SECONDARY AND EDUCATION, pursuant to California Education Code Section 94311.1. The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post secondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be re-approved every three years and is subject to continuing review.

Approved are the courses:

- COSMETOLOGY \_\_\_\_\_ 1600 HRS.
- MANICURING \_\_\_\_\_ 400 HRS.
- MANICURING-600 HRS \_\_\_\_\_ 600 HRS.
- COSMETICIAN \_\_\_\_\_ 600 HRS.
- THERAPEUTIC MASSAGE THERAPY \_\_\_\_\_ 600 HRS.
- TEACHER TRAINING \_\_\_\_\_ 600 HRS.

Instruction is in residence with facilities occupancy level accommodating 250 students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

The following are state programs, bureaus, departments or agencies which set minimum standards for our program of studies in accordance with Education Code Section 94915:

FOR ADDITIONAL INFORMATION REGARDING THIS INSTITUTION YOU MAY CONTACT:

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:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE):**  
**2535 CAPITOL OAKS DR. STE 400. SACRAMENTO, CA 95833**  
**TOLL-FREE PHONE: (888) 370-7589 / TELEPHONE (916) 431-6959**  
**www.bppe.ca.gov**

**BOARD OF BARBERING AND COSMETOLOGY (BBC)**  
**2420 DEL PASO RD. SUITE 100 / SACRAMENTO, CA 95834**  
**TELEPHONE 1-800-952-5210**  
**www.barbercosmo.ca.gov**

**NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES (NACCAS)**  
**4401 Ford Avenue, Suite 1300 Alexandria, VA 22302**  
**TELEPHONE (703) 600-7600**  
**www.naccas.org**

All information in the contents of this school catalog is current and correct and is so certified true by:

Ms. Thuy Bich Luu  
Owner/Director

Signature: Thuy Luu

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**FROM THE DIRECTOR  
WELCOME....!**

Dear Student,

Welcome to **THUY PRINCESS BEAUTY COLLEGE** 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 **THUY PRINCESS BEAUTY COLLEGE**, we offer you the basic training to pass the Bureau of Barbering & 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 **THUY PRINCESS BEAUTY COLLEGE**. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

Ms. Thuy Bich Luu, Owner / Director

**EDUCATIONAL OBJECTIVES and MISSTON STATEMENT**

At **THUY PRINCESS BEAUTY COLLEGE**, our primary objective is to offer training that prepares the successful student **to acquire the knowledge and skills necessary to pass the Licensing exams** and for our graduates **to be able to seek and find employment** in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: Hair Stylist, Hair Colorist, Manicurist, Facials, Make-up Artist, Massage Therapist, or as a Beauty Salon Operator or as an Instructor. Normal progression should move him or her to positions such as Beauty Salon Manager, Beauty Salon Owner, Director, or School Owner.

The quality of **THUY PRINCESS BEAUTY COLLEGE** 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, massage and skin care professions. These exciting activities are carried out in an environment that is characterized by: Spacious, well-lighted facilities, remodeled to meet functional school needs, salon-type equipment especially designed to properly enhance student training.

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

**FACILITIES:**

**THUY PRINCESS BEAUTY COLLEGE** is a spacious 12,000 sq. ft air-conditioned; two stories modern facility with many benefits for our staff and students. 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. A student area is provided for the students' use with facilities, eating and rest areas. Each student has access to a locker to keep his/her uniform and private articles. Our students learn to practice managing the reception desk, logging patrons in, answering the phone and operating the cash register. Our students learn inventory control and assist in operating our supply system. Our objective is to help the student become "salon ready".

**HOUSING ASSISTANCE:**

Our institution does not offer any type of housing assistance.

**FOR HANDICAPPED STUDENTS:**

Access for handicapped students to the institution's facilities is not available at the college. This institution does not offer special facilities or programs for the handicapped.

**LIBRARY RESOURCES:** Our campus has a library resource area in which current periodicals; Styling magazines, Cosmetology reference books and Video/DVD's are maintained. Most of these materials can be checked out for overnight use and the School Supervisor who is in charge of this process.

**ADMISSIONS REQUIREMENTS:**

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

**A)** Applicant must provide a copy of his/her High School Diploma or High School Transcript (that clearly states you have met all graduation requirements), GED and pass an admissions test **CPAt Test** with a minimum score of 126 or higher as stated in the test publisher's guidelines. If you were Home Schooled you must provide a valid certification document provided by the state in which you were home schooled and it must be equivalent to a High School Diploma. For students that have graduated high school outside

the United States they must have their High School Diploma translated into English and must have an independent evaluator certify that you have completed the high school equivalency as required by the United States standards or California Board of Education standards.

**B)** This policy applies to only **NON-AID (Title IV)** students lacking a 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 and 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 **(COMPASS TEST) Internet system for use in meeting ATB eligibility requirements.** The Secretary of Education, Washington, DC, approves this test. The passing scores for this test is as follows: Language Usage section (43) or higher, Reading (44) or higher and Numerical Skills (42) or higher. These tests 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 1 week waiting period and the independent test agency will explain and provide you with the re-testing procedures.

**C)** Teacher training applicants must have the High School diploma or its equivalent in addition to a valid cosmetology license.

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

**E) We will enroll a limited number of secondary students who are not enrolled under a training agreement.**

**STATEMENT OF NON-DISCRIMINATION:**

Thuy Princess Beauty College does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), age, religion, or ethnic origin in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's program and activities, including vocational educational requirements regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to: Brown Van. Information for filing an appeal is available in the school office.

**CREDIT EVALUATION(Transfer of Credits earned):**

Appropriate credit may be granted for prior training of hours at the discretion of the College and verification by college officials of its validity of any transcripts submitted according to the BBC Rules and Regulations. Students transferring from another school of Cosmetology must furnish a valid Proof of Training document from a licensed California Cosmetology school and our College may not elect to accept all or any of the previous hours of training and operations. All out of state applicants must furnish the BBC letter of credit hours from the California Board of Barbering/Cosmetology.

**NOTE:** Our College does not accept transfer students that have completed 60% or more of their course hours (for all courses). **We have not entered into an articulation or transfer agreement with any other college or university,**

### **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.

### **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 17-24.** The freshman class teaches you from the very beginning and introduces the basics for that area 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: **160 hrs for Cosmetology. 80 hrs for Manicuring. 120 hrs for: Cosmetician, Manicuring-600 hrs. and Massage Therapist.**

**THUY PRINCESS BEAUTY COLLEGE**, considers the freshman classes to be the foundation for your future.

### **EQUIPMENT & SUPPLIES, TEXTBOOKS:**

Textbooks and Kit will be issued at the beginning of the freshman class. 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.

We are using: Milady's Standard Cosmetology, Milady's Standard Nail Technology and Milady's Standard Esthetics textbook for the courses.

### **CALENDAR-HOLIDAYS:**

The College is closed on Sundays, and the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day. Thanksgiving Day and Christmas Day. A "special" holiday may be declared for emergencies or special reasons. Holydays of all religious beliefs are respected and allowed.

**CLASS SCHEDULES FOR 2014-2015:** Classes will begin every Tuesday; the following programs are offered: Cosmetology, Manicuring, Cosmetician, Teacher Training and Massage Therapy classes.

### **ORIENTATION CLASS:**

Orientation classes for all students are held as follows: Friday before class start date from 10:30 a.m. - 11:30 a.m. All new, re-enroll and transfers students must attend orientation prior to the start of all new classes.

### **GRADUATION DOCUMENTATION:**

When a student has completed the required theory hours and practical operations with a GPA (Grade Point Average) of "C" (70%) or better and a simulated (mock board), he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate License examination.

### **PROGRESS POLICY:**

Considering the varied capabilities of Individual student, some may progress from one phase of training to another at a more rapid pace. However, all student; must satisfactory 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.**

### **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. but still have the option to take the courses in Spanish, or if students enrolling in the Spanish courses do not have to be proficient in English.



## **BILINGUAL COURSES:**

At Thuy Princess Beauty College, we offer instruction in English and Spanish for all courses.

## **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 follow-up begins. When students take tile 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. Van assists students in placements as often as needed; however, **The school does not guarantee placement to any student.**

## **CAREER COUNSELING:**

**Students are counseled individually**, as often as necessary, at least every 25% of the program of study to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and Director. **Students may request** additional counseling sessions at any time.

## **CAREER OPPORTUNITIES:**

The licensed Cosmetologist, Cosmetician, Manicurist and the Certified Massage Therapist may choose from a variety of jobs within the Cosmetology field. The following vocations are options that may be considered upon graduation.

- **COSMETOLOGIST:** Professional Stylist, Skin Care Specialist, Makeup Technician, Nail Technician, Platform Artist, Product Representative, Salon Owner or Manager, State Board Member/Examiner, Image Consultant
- **COSMETICIAN/ESTHETICS:** Skin Care Specialist, Makeup Technician, Image Consultant, Product Representative, Salon Owner, Platform Artist, Theatrical Makeup Artist, Aroma-therapist, Retail Specialist
- **MANICURE/NAIL TECHNICIAN (for 400 hours course and 600 hours course):** Nail Care Specialist, Synthetic Nail Technician, Nail Salon Manager, Nail Salon Product Representative, Retail Consultant.
- **MASSAGE THERAPY:** Private practice clinics and offices, Physician's offices and wellness facilities, Chiropractors' offices and rehabilitation clinics, Salons, spas, resorts and cruise ships, Health clubs and fitness centers, In client homes, On-site in the workplace

## **Job Demand in the Cosmetology and Manicure Industry, 2013**

In January 2013, there were 1,804,500 professionals employed in the nation's 382,000 beauty salons, barber shops, skin care salons, and nail salons. The typical salon is a small full service salon with 5 stations, 3 full-time professionals and 2 part-time professional. Salon owners report an average of 165 clients per week.

There has been notable growth in the industry since 2011:

- The total number of salon professionals is up 35%,
- The total number of salons is up by 6.9%,
- The number of chairs or workstations is up by 15%,
- The number of employees leaving their positions is down 15%, and
- The number of new hires is up 29% since 2011.

The salon industry is a job-seekers market. Some 26% of the salon owners reporting that they had job openings. More than 555,000 open positions were filled in 2012 with both experienced salon professions changing positions (73% of the new hires) and with inexperienced professionals with less than one year's experience (27% of the new hires). The supply does not appear to be keeping up with demand. Approximately 3 out of every 4 salon owners who looked for new employees in 2012 reported difficulty in finding qualified personnel.

### **Other key findings**

- 49% of salon owners classified their salon as a full-service salon, 18% as a haircutting salon, 4% as a nail

salon and 5% as a barber shop.

- 47% of salon employees work full time, 33% are part time (20-35 hours), and 10% are low time (less than 20 hours).
- The average salon income, including tips, is about \$30,000 - 50,000/year.

While manicurists are currently only 10% of the current industry employees (up from 2.6% in 2009), some 16% of the anticipated vacancies are for professionals with those skills.

**\* Job Demand for Massage Therapy:**

Massage therapy jobs are on the rise. The Healing Arts Center receives requests from massage therapy job placement firms and massage therapist employers on a regular basis. Once you have completed our massage training courses, we offer many resources to help you with job placement.

**\* Massage Therapy Jobs Statistics**

- Analysis from the Bureau of Labor Statistics 2013 numbers projects that the massage therapy industry will grow faster than average through 2012.
- A September 2012 press release from the NCBTMB says the organization has seen a 25% rise in certification every year since 2006.

Consumer demand for massage from massage therapists continues to grow. Between 2012 and 2013, the number of American adults who reported getting a massage from a massage therapist in the previous year doubled, from 8% to 16%.

**PERSONAL ATTENTION:**

Students are given 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 Licensing Examination.

**HEALTH AND PHYSICAL CONSIDERATIONS:**

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

**COURSES OF STUDY:**

- **Cosmetology Course** (1,600 Clock Hours)
- **Manicuring Course** (400 Clock Hours)
- **Manicuring-600 Course** (600 Clock Hours)
- **Cosmetician Course** (600 Clock Hours)
- **Therapeutic Massage Course** (600 Clock Hours)
- **Teacher Training** (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)  
Manicuring-600: \_\_\_\_\_ (D.O.T. # 331.674-010, CIP # 12.04099)  
Cosmetician: \_\_\_\_\_ (D.O.T. # 332.271-010, CIP # 12.0406)  
Therapeutic Massage Therapy: \_\_\_\_\_ (D.O.T. # 332.271-02, CIP # 12.0405)  
Teacher Training: \_\_\_\_\_ (D.O.T. # 332.271-010, CIP # 12.04099)

**(Massage Therapy does not require a license to become employed however, in most cities a permit is required by the Local Police Department.)**



### **STUDENT CLOCK HOUR POLICY:**

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

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

### **TIME CARD CREDIT:**

The following is a guideline for the instructor to issue credits.

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card concerning operations are to be applied efforts of the students as they manually perform practical operations.
4. Some practical operations may take longer to perform according to the student.

The following time frame, the Board of Barbering & Cosmetology gives for each operation:

Shampoo/set = 1 1/2 hours,

Facial = 1 1/2 to 2 hours,

Hair cut = 1/2 to 1 hour,

Permanent Wave = 2 to 2 1/2 hours and

Manicure = 1/2 hour

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

### **SATISFACTORY ACADEMIC PROGRESS (SAP): (STANDARDS)**

This institution expects all 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 that are attending the course programs and are receiving Title IV aid to assist in their tuition costs whom have more than 2 weeks (14 calendar days) of consecutive absences will be dismissed. Non Title IV aid 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). Title IV Students who expect to be absent 14 or more days up to 180 days are encouraged to request a Leave-of-Absence. Non Title IV aid students who expect to be absent 21 or more days up to 180 days are encouraged to request a Leave of Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined elsewhere in this catalog **‘School Rules pages 15-17’**.

**3.** Complete the course within one and one-half (1-1/2) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.

**4.** Students must meet minimum academic (70%) and attendance (67%) requirements at the end of each payment period of the course to be considered as meeting satisfactory progress until the next evaluation period.

### **EVALUATION PERIODS:**

Evaluations will be performed for all students based on the US Department of Education Regulations and definition of an Academic Year and will be performed at the end of each payment period. USDOE defines an academic year as being 900 clock hours & 26 calendar weeks, a payment period is defined as 450 clock hours & 13 calendar weeks per period. Based on the above definition the Cosmetology course will contain two (2) 450 clock hours payment periods & 26 weeks = 900 clock hours & 26 weeks and the remaining 700 hours of the course will be prorated and contain (2) 350 hour payment periods = 700 clock hours & 22 calendar weeks. Using the above definition(s) the following schedule will be followed for determining when the student will be evaluated: The evaluations(s) will be performed based on when the student actually reaches the end of each payment period. Based on Full-time enrollment status. Part-time enrollment status will be calculated based on the above formula.

**Cosmetology:** PP (1) 450 hours & 13 calendar weeks, PP(2) 900 hours & 26 calendar weeks, PP (3) 1250 hours & 37 calendar weeks and PP (4) 1600 hours & 48 calendar weeks. Based on Full-time enrollment.

**Cosmetician, Manicuring-600, Teacher Training and Therapeutic Massage:** These courses shall be prorated based on the above definition of an Academic year 600 clock hours and 18 weeks . PP (1) 300 hours & 9 calendar weeks & PP (2) 600 hours & 18 calendar weeks. Based on Full-time enrollment.

**Manicuring:** The first evaluation will be conducted prior to the midpoint of the course 200 clock hours and the final evaluation will be conducted at 400 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 450 or 300 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

### **GRADING SYSTEM:**

Students are **evaluated** on a **regular basis on theory, practical and clinical work**. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at 28.25%, 56.25%, 78.1% and 100% of the course hours completed. This evaluation form reflects the overall Attendance and Academic progress of the student. All other courses consisting of 1000 hours or less students are issued evaluation forms at 50% and 100% of the course hours scheduled to complete. This evaluation form reflects the overall Attendance and Academic progress of the student.

**Students must maintain a "C" (70%) average to maintain satisfactory academic status.**

The system detailed below is the system utilized in the school.

#### **ACADEMIC GRADING**

**100% - 90%** A..... Excellent  
**89% - 80%** B.....Above Average  
**79% - 70%** C .....Average  
**69% - 60%** D .....Un-Satisfactory  
**59% - 00 %** F.....Fail

#### **THEORY GRADES FOR PRACTICAL WORK**

**(GPA 4)** **04 POINTS = A**  
**(GPA 3)** **03 POINTS = B**  
**(GPA 2)** **02 POINTS = C**  
**(GP A 1)** **01 POINTS = D**  
**(GPA 0)** **00 POINTS = F**

**ACADEMIC WARNING:** Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

**ACADEMIC PROBATION:**

Students who fail to meet SAP standards during a given evaluation period will be given a Warning, where students are still deemed to be making satisfactory academic progress. However, after Warning, students can be placed on academic probation. Students during the probationary period will be considered as making SAP progress during 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, may be terminated at the discretion of the institution. An institution may only allow for the status of probation for students who are not considered meeting minimum standards for satisfactory academic progress if:

- a. The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
- b. The student appeals the negative progress determination at the beginning of the probationary period; and
- c. The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- d. The institution develops and academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

**APPEAL PROCEDURES:**

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit:

- a) 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 reentered in the course and will be reinstated. Students accepted for re-entering the program that previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation, of re-entry.
- b) The reasons for which a student may appeal such as the death of a relative, an injury or illness of the student, or other allowable special circumstances;
- c) Documentation, the student must submit regarding why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation.

The appeal and result of the appeal documents will be kept in the student's file.

**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 to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program up to 180 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. He/she will be returned to the academic progress status they held prior to the start of the leave of absence, in addition the students original scheduled completion date will be extended to compensate for the time period of the LOA. 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 leave. The refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies within 30 days.

### **RE-ESTABLISHMENT OF SATISFACTORY PROGRESS & TRANSFER HOURS:**

Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period. Transfer hours from another institution that are accepted towards your current educational program will not impact your current SAP as they are counted as both attempted and completed hours.

### **ATTENDANCE STATUS:**

Full time students are required to be enrolled to attend a minimum of 24 hours per week. Half time enrollment requires a minimum of 12 hours per week. Part-time enrollment is defined as more than 12 but less than 24 hours per week. Less than 12 hours per week is less than half time. Students in the Manicuring program may attend up to 8 hours per day. (they must have two thirty (30) minute lunch periods in between the six (six) hours intervals). Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the time allowed.

### **TARDINESS**

A student, who is tardy Days (9:08 a.m.) & Evenings (4:38 p.m.), cannot clock in until the theory class is over and may not attend the 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.

### **EXCUSED OR UNEXCUSED ABSENCES**

In case of illness or emergency on any day, the student must call in to the School Director to report his/her absence before 9:00 a.m. that morning. Evening students must report absence by 3:00 p.m. that afternoon. This is considering an excused absence; any other absences are unexcused.

### **MAKEUP HOURS/WORK**

The only makeup work allowed is when permitted by the Instructor in Charge; others are not permitted.

Students may make-up missed class hours at the end of their scheduled class day with instructor approval. In addition, students may make-up hours by participating in school-sponsored events or other extra-curricular activities at which an instructor is present.

Due to absences, all assignments, tests and homework may be made up

Students who are absent on theory test day, whether excused or unexcused, or fail to take a theory test must make up the test within the same month the test was given. If the test is not made up within the same month, the test missed will be posted as a **zero** for calculating monthly grade point average.

## **CONDUCT**

Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated. Students are expected to conduct themselves in a manner appropriate to a professional work environment. They are at all times required to follow the rules of conduct given to them at orientation. If a student's conduct is determined inappropriate by their instructor or other faculty member they will be warned about their conduct and improvement will be expected. If the inappropriate conduct continues the student will be terminated from the program.

The college will not tolerate the use of alcohol or drugs at any time.

## **TERMINATION**

Any student absent more than twenty one (21) consecutive days (calendar days) without notifying the Director will be terminated.

There are various violations that will result in termination of a student from the program. Students at Thuy Princess Beauty College are always expected to follow the rules of conduct and be a positive influence on other students around them. If they are not able to do this they will be terminated from the program. If a student is terminated from the program they have the right to an appeal. This appeal must be in writing addressed to the School Director requesting that their case be re-evaluated and discuss the changes that have been made to solve the problem that caused their termination. At the discretion of the Director the student may be readmitted. If not, they will be unable to continue training at Thuy Princess Beauty College.

Transfer hours from other institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

## **NOTICE OF STUDENT RIGHTS:**

**1. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.**

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

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

**A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll-free telephone #: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site Web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov)**

**GRIEVANCE PROCEDURE:** It is the policy of this institution to handle grievances in the following manner

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

2. Deliver all forms to the Owner/Director: Ms. Thuy Bich Luu

3. If you are unable to deliver the form to the Director, you may mail the form to the Director/Owner: Mrs. Thuy Luu, 252 E. Second St. Pomona, CA 91766.

4. All grievances regardless of the nature will be turned over to the Owner and reviewed.

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

6. Any grievance that you cannot work out with the institution you may contact:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE):  
2535 CAPITOL OAKS DR. STE 400. SACRAMENTO, CA 95833  
TOLL-FREE PHONE: (888) 370-7589 / TELEPHONE (916) 431-6959  
[www.bppe.ca.gov](http://www.bppe.ca.gov)**

Sincerely,

**Ms. Thuy Bich Luu  
Owner/Director**



## **SCHOOL-RULES AND REGULATIONS:**

1. School hours for are:

Day Students: Tuesday through Saturday: 9:00 a.m. - 5:30 p.m.

Evening Students: Tuesday through Friday: 4:30 p.m. - 9:00 p.m. and Saturdays 9:00 am.- 5:30 p.m.

Full and Part-time schedules are available.

First day of class for a new full time student students starts on Tuesday at 9:00 am, and first day of class for a night time new students starts on Tuesday at 4:30 pm..

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 Director to report his/her absence before 9:00 a.m. that morning. Evening students must report absence by 4:00 p.m. that afternoon. This is consider an excused absence; any other absences are unexcused.

4. Students are required to be in class for roll call promptly at 9:00 a.m. (unless your schedule states a different starting time) in clean, prescribed uniform. Male & Female Students must wear a white Lab Coat, neat and clean, closed toe and tennis shoes (canvas type material not allowed).

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 (9:09 a.m.) & Evenings (4:38 p.m.) cannot clock in until the theory class is over and may not attend the class. Students who are habitually tardy (5 times in one month) will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases.

7. Students will take lunch between 11:30 a.m. and 1:30 p.m. and must be cleared by receptionist at the desk. A Student is required to punch in and out for 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. The Student, who is failing to do so, will only receive credit for hours indicated by the time clock.

9. No student is allowed to clock out during college hours without permission from the Director. 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 designated area outside of the building.

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

12. School business phones may not be used for personal calls. All calls are limited to 3 minutes. You are not permitted to leave a patron answer the phone.

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

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

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

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 Saturdays. The Day before and after the holiday 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 or drugs.
25. Students must keep a record of hours and services each day as required on the student daily record of applied effort. The College Office and Bureau of Cosmetology will audit weekly time cards. Credit will be given for applied effort only; continuously engaged in training and study of the Branch of Cosmetology for which you are enrolled. An instructor must check all work 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 Director.
28. Students are to park only in the area designated by the college. The Director will show you the parking area and where to park during orientation class.
29. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
30. Student must comply with college policy and state rules and regulations.
31. Due to absences, all assignments, tests and homework may be made up. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.
32. Notify office immediately of any address or telephone change.
33. Absence of seven days or more without notification shall be considered cause for suspension. **Any student**

absent more than twenty one (21) consecutive days (calendar days) without notifying the Director will be terminated.

34. Students who are absent on theory test day, whether excused or unexcused, or fail to take a theory test must make up the test within the same month the test was given. If the test is not made up within the same month, the test missed will be posted as a **zero** for calculating monthly grade point average.

**These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a Cosmetologist, Manicurist, Cosmetician and Therapeutic Massage.**

**Violation of any of the school rules may result in the student's suspension or termination from our school.**

#### **TUITION AND SCHEDULE:**

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

COURSE	Hours	WKS	TUITION	REG. *	KITS	STRF *	Tax	TOTAL
Cosmetology	1600	40-64	\$ 11,200.00	\$75.00	\$829.00	\$6.00	Included	\$12,110.00
Manicuring	400	10-15	\$ 2,700.00	\$75.00	\$275.00	\$1.50	Included	\$3,051.50
Manicuring-600	600	15-24	\$ 4050.00	\$75.00	\$570.00	\$2.50	Included	\$4,697.50
Cosmetician	600	15-24	\$ 5,700.00	\$75.00	\$625.00	\$3.00	Included	\$6,403.00
Therapeutic Massage	600	15-24	\$ 5,700.00	\$75.00	\$625.00	\$3.00	Included	\$6,403.00
Teacher Training	600	15-24	\$ 5,700.00	\$75.00	\$625.00	\$3.00	Included	\$6,403.00

\* = NON-REFUNDABLE

**Additional Fee:** Each Student will be assessed the STRF fee upon enrollment @ \$0.50 per Thousand dollars of tuition paid per student. Please refer to the STRF section in this catalog.

**Example:** Tuition charged: \$ 5000.00 x \$0.50 = \$02.50.

Once used, kits are not returnable or refundable due to sanitary considerations. Above kits prices include 8.25% sales tax.

NOTE: Length of time in course depends on number of hours student contracts for on a monthly basis as specified in the Enrollment Agreement. Brush - up (See below)

**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 fee will be charged: made for the balance of the hours required for the completion of course. An addendum to time enrollment contract will reflect the hours to complete and rate per hour as follows: Cosmetology: \$7.00/hour, Cosmetician, Therapeutic Massage, Manicuring-600, Teacher Training: \$9.50/hour for each course and Manicurist: \$6.75/hour

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

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

**METHOD OF PAYMENT:**

During our interview of prospective students, the financial advisor will develop a personalized payment program for each individual.

**SCHOLARSHIPS:**

Our College does not award, at this time, any institutional scholarships incentives.

**RE-ENTRY POLICY:**

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

All students who withdraw may re-enter into the program without the loss of credit of 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 school before the student is accepted for re-enrollment.

**TUITION POLICIES AND FEES:** ALL TUITION AND FEES ARE PAYABLE IN ADVANCE unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available.

**BANKRUPTCY:** Our college is not involved in any type of Bankruptcy action such as having a pending petition before a Bankruptcy court, or operating as a debtor in possession nor have we filed a petition within the preceding five years or have had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

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## **REFUND POLICY (B.P.P.E.) Bureau For Private Postsecondary Education:**

### **NOTICE OF STUDENTS RIGHTS AND OBLIGATIONS:**

**Student's Right to Cancel:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. All funds paid will be returned if the student is rejected for enrollment. If you cancel this contract within seven days from the date you signed it, all funds paid will be returned. If you cancel this contract after the seventh days, but before you start classes all funds will be refunded. You have the right to cancel the agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction included in this agreement, until midnight of the fifth business day after the first class you attended. Business day means a day on which you were scheduled to attend a class session.

**Cancellation:** Shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, it is effective when is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given two Notice of Cancellation forms for your use if you decide to cancel, however, you can use any written notice that you may wish. You do not cancel the contract by just not attending classes.

**Equipment:** If the school has given you any returnable equipment, including books or other materials, you shall return it to the School within 20 days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 20-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. As stated in the front page of this agreement, beauty supplies and equipment are not returnable items due to sanitary reasons. Therefore, once you have received any beauty equipment, its cost is charged to your account.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received.

**Withdrawal from course:** You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the midnight of the seventh day following the first class you have attended, the school will remit a refund less a registration fee if applicable, not to exceed \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment as specified in the agreement as a separate charge and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition allowing for reasonable wear and tear, within the 30-day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any by which the documented cost for equipment exceeds the prorated 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. In any event, you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the front page of this agreement. IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF THE OFFICIAL WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO ARRANGE TO PAY IT. OFFICIAL WITHDRAWAL DATE IS ON THE STUDENT'S NOTIFICATION OR SCHOOL'S DETERMINATION.

**Hypothetical Refund Example in accordance to the state pro-rata policy.** Assume that a student, upon enrollment in a 1,600-hour course, pays \$6,800.00 for tuition, \$75.00 for registration, and \$400.00, (documented cost to the 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 \$4,250.00 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. If the student completed 59% of the course, then the school will retain 59% of the course tuition.

Total Paid	\$7,400.00	Tuition Cost	\$6,800.00	Paid for instruction	\$6,800.00
Less Registration Fee (Not Refundable)	75.00	Hours in the course	1,600	Hours attended	600
Less cost of Un-returnable equipment	525.00	Hourly charge	4.25	Tuition owed 600 x \$4.25	\$2,550.00
Equals amount paid for instruction	\$6,800.00			Refund due	\$4,250.00

For the purpose of determining the amount you owe for the time you attended (include the hours of training offered to the student but not attended by the student), you shall be deemed to have withdrawn from the course when any of the following occurs:

a)	You notify the school of your withdrawal or the actual date of withdrawal
b)	The school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
c)	You failed to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
d)	You fail to return on schedule, from an approved leave of absence. Termination will be the scheduled date of return.

**Official Termination date:** Students will be officially withdrawn from school within 30 days from the last day of recorded attendance.

If any portion of your cost of attendance was covered by the proceeds of a loan, then the refund will be sent to the lender. The remaining amount of the refund will first be made to the financial aid programs from which benefits were received, in accordance to the order of priority provided in federal regulations.

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

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

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident, or are not enrolled in a residency program, 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."

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

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

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.



3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

It is important that enrollees keep a copy of any enrollment agreement, contract or application to document enrollment. Students also should keep tuition receipts or cancelled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF. For further information or instructions contact:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE):**  
**2535 CAPITOL OAKS DR. STE 400. SACRAMENTO, CA 95833**  
**TOLL-FREE PHONE: (888) 370-7589 / TELEPHONE (916) 431-6959 / FAX (916) 263-1897**  
**[www.bppe.ca.gov](http://www.bppe.ca.gov)**

The fees assessed to support the Student Tuition Recovery Fund are included in the total tuition price of the school.

No additional fee will be charged to students.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at **Thuy Princess Beauty College** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the hours or Certificate you earn in the course offered by the institution is also at the complete discretion of the institution to which you may seek to transfer. If the hours or Certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending **Thuy Princess Beauty College** to determine if your hours or Certificate) will transfer.

**Complaints:**

- Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

**2535 CAPITOL OAKS DR., STE. 400, SACRAMENTO, CA 95834**  
**or P.O. Box 980818 West Sacramento, CA 95798-0818**  
**[www.bppe.ca.gov](http://www.bppe.ca.gov)**  
**TOLL-FREE PHONE: (888) 370-7589 / TELEPHONE (916) 431-6959 / FAX (916) 263-1897**

- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling **TOLL-FREE PHONE: (888) 370-7589 / TELEPHONE (916) 431-6959** or by completing a complaint form, which can be obtained on the bureau's Internet Web site **[www.bppe.ca.gov](http://www.bppe.ca.gov)**

**Right to Withhold Transcripts and Grades for Non-payment of Tuition:**

Our 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.

**AWARD OF CREDIT FOR PRIOR EXPERIENTIAL LEARNING:**

**We do not award of credit for prior experiential learning.**

**ENROLLMENT TIME:**

Enrollment time is defined as the hours of attendance, that portion of the course completed on the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded promptly (30 days) 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 earlier of the date of expiration of the leave of absence or the date the student notifies the institution that they will not be returning.

\* 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 students 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.

\* 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.

**If you receive a student loan (Privately Funded) to cover the cost of the program, any refund you receive will be returned to your lender to reduce your loan debt. If the amount of your refund exceeds the unpaid balance of the student loan(s) you received the excess will first be applied to any other aid programs from which you receiving funding, any remaining balance will then be returned to you.**

**RECOVERIES & REFUNDS:**

In any case where a refund is due to the, the application of the refund will be made as follows: to the student and shall 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.

**CURRICULUM FOR 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 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. 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___ Disaffection	200___ Wet Hair Styling
40___ Thermal Hair Styling	80___ Permanent Waving
20___ Press & Curl	80___ Haircutting
25___ Chemical Straightening	50___ Hair Coloring
20___ Hair Bleaching	10___ Manual Facials
20___ Scalp and Hair Treatments	15___ Chemicals (Skin peels, masks & scrubs)
15___ Electrical Facials	20___ Eyebrow Arching and Hair Removal
10___ Make up applications	10___ Complete Pedicure
15___ Water and Oil Manicures	50___ Artificial Nail Tips
50___ Liquid and Powder Brush-on	20___ Nail Wraps and Repairs

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

1. The Cosmetology Act and the Bureau's Rules & Regulations \_\_\_\_\_ **20**
2. Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.) \_\_\_\_\_ **20**
3. Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.) \_\_\_\_\_ **20**
4. Theory of Electricity in Cosmetology (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.) \_\_\_\_\_ **05**
5. Disaffection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disaffection should be emphasized through -out the entire training period and must be performed before use of all instruments and equipment.) \_\_\_\_\_ **20**
6. Bacteriology, anatomy, and physiology. \_\_\_\_\_ **15**
7. Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, comb-outs.) \_\_\_\_\_ **25**
8. Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling.) (A) Thermal Styling and (B) Press and Curl \_\_\_\_\_ **20**
9. Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.) \_\_\_\_\_ **20**
10. Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.) \_\_\_\_\_ **20**
11. Haircutting (Shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.) \_\_\_\_\_ **20**
12. Hair coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.) (A) Hair coloring, (B) Bleaching \_\_\_\_\_ **40**
13. Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp

manipulation, and other hair treatments.)	05
14. Facials (A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.)	05
(B) Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes.) however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.)	10
(C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most 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
15. Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.)	10
16. Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)	15
17. Manicuring and Pedi curing	
(A) Water and Oil Manicure, including nail analysis, and hand and arm massage.	05
(B) Complete Pedicure, including nail analysis, and foot and ankle massage.	05
(C) Artificial Nails	
1. Liquid and Powder Brush-on	10
2. Artificial Nail Tips	10
3. Nail Wraps and Repairs	05
18. Additional Training	505

#### **ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:**

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

#### **COSMETOLOGY PERFORMANCE OBJECTIVE**

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

#### **SKILLS TO BE DEVELOPED:**

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

#### **ATTITUDES 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 dealing with patrons and colleagues.

#### **REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:**

Shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

**GRADUATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations in 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 years of age or older and have completed the 10th grade, A cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

## **CURRICULUM FOR MANICURING COURSE**

**(400 HOURS)**

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

### **MINIMUM SPECIFIED PRACTICAL OPERATIONS:**

<b>10</b>	Disaffection and Sanitation	<b>40</b>	Water and Oil manicures
<b>20</b>	Complete Pedicures	<b>80</b>	Acrylic: Liquid and Powder Brush on nails
<b>60</b>	Nail Tips	<b>40</b>	Nail Wraps and repairs

### **TECHNICAL SUBJECT**

#### **MINIMUM THEORY HOURS**

1. The Cosmetology Act and the Bureau's Rules and Regulations. \_\_\_\_\_ 10
2. Cosmetology Chemistry related to manicuring practices. (Shall include the chemical composition and purpose of nail care preparations.) \_\_\_\_\_ 10
3. Health and Safety/Hazardous Substances (Shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.) \_\_\_\_\_ 15
4. Disinfection and Sanitation (shall include procedures to protect the *health* and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disaffection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipments \_\_\_\_\_ 10
5. Bacteriology, anatomy, physiology \_\_\_\_\_ 10
6. Water and Oil Manicures. including hand and arm massage \_\_\_\_\_ 15
7. Complete Pedicure, including foot and ankle massage \_\_\_\_\_ 10
8. Application of Artificial Nails,
  - (A) Acrylic: Liquid and Powder Brush-On \_\_\_\_\_ 15
  - (B) Nail Tips \_\_\_\_\_ 10
  - (C) Nail wraps and repairs \_\_\_\_\_ 05
9. Additional training will be given in the following subject matters:  
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. \_\_\_\_\_ 40

**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 performed and acquire business management techniques common to manicurist.

**SKILLS TO BE DEVELOPED:** Use of proper implements relative to all manicuring, Pedi curing, 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 manicure, 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 Bureau 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 MANICURING-600 HOURS COURSE****(600 HOURS)**

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

**MINIMUM SPECIFIED PRACTICAL OPERATIONS:**

30	Disaffection and Sanitation	40	Water and Oil manicures
40	Complete Pedicures	40	Acrylic: Liquid, Gel and Powder Brush on nails
40	Nail Tips	40	Nail Wraps and repairs
40	Nail Analysis	30	Pink and White Nails
30	Nail Art	30	Nail Applications

**TECHNICAL SUBJECT****MINIMUM THEORY HOURS**

1. The Cosmetology Act and the Bureau's Rules and Regulations. \_\_\_\_\_ 15
2. Cosmetology Chemistry related to manicuring practices. (Shall include the chemical composition and purpose of nail care preparations.) \_\_\_\_\_ 15
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.) \_\_\_\_\_ 30
4. Disinfection and Sanitation (shall include procedures to protect the *health* and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disaffection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment \_\_\_\_\_ 30
5. Bacteriology, anatomy, physiology \_\_\_\_\_ 15
6. Water and Oil Manicures: including hand and arm massage \_\_\_\_\_ 15
7. Complete Pedicure, including foot and ankle massage \_\_\_\_\_ 15
8. Application of Artificial Nails,
  - (A) Acrylic: Liquid and Powder Brush-On \_\_\_\_\_ 15
  - (B) Nail Tips \_\_\_\_\_ 15
  - (C) Nail wraps and repairs \_\_\_\_\_ 15
9. Gel Nails \_\_\_\_\_ 10
10. Pink and White Nails \_\_\_\_\_ 10
11. Drill Nail Applications \_\_\_\_\_ 10
9. Additional training will be given in the following subject matters:  
Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, clients services record cards and preparing a resume, employment development, modeling, desk, reception and care, and other subjects relating to Cosmetology field. \_\_\_\_\_ 15

**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 performed and acquire business management techniques common to manicurist.

**SKILLS TO BE DEVELOPED:** Use of proper implements relative to all manicuring, Pedi curing, 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 manicure, 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 Bureau 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 COSMETICIAN 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. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Please note 170 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:**

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

## **TECHNICAL SUBJECT**

### **MINIMUM THEORY HOURS**

1. The Cosmetology Act and the Bureau's Rules and Regulations. \_\_\_\_\_ 10
2. Chemistry pertaining to the practice of a Cosmetician. (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
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.) \_\_\_\_\_ 15
4. Electricity (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.) \_\_\_\_\_ 10
5. Disaffection and Sanitation ( shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disaffection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment) \_\_\_\_\_ 10
6. Bacteriology, anatomy, physiology, skin care analysis and condition. \_\_\_\_\_ 15
7. Facials: A. Manual ( shall include skin analysis, cleansing, scientific manipulations, packs, and mask.) \_\_\_\_\_ 20  
B. Electrical (Shall include the use of all electrical modalities including dermal lights and electrical apparatus, for facials and skin care purposes, however, machine capable of producing current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscle of the body or face.) \_\_\_\_\_ 30  
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
8. Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous.) (A) Tweezers \_\_\_\_\_ 05  
(B) Wax and depilatories \_\_\_\_\_ 20
9. Make-up (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.) \_\_\_\_\_ 20
10. Training will also include classes in Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field, \_\_\_\_\_ 195

**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 service; to determine any disorders, will learn the procedures and terminology used in performing all Cosmetician service, 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 Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

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

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

**CURRICULUM FOR THE TEACHER TRAINEE COURSE****(600 Clock Hours)**

The curriculum for students enrolled in a teacher trainee course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Cosmetology Instructor. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the trainee demonstrating his/her abilities as a Teacher in a classroom environment:

**Minimum Specified Practical Operations Hours:**

50	<u>Organization Techniques</u>
50	<u>Lesson Planning</u>

Subject Of Technical Instruction:	Minimum Hours of Theory Instruction
1. The Barbering and Cosmetology Act and the Bureau's Rules and Regulations	10
2. Preparatory Instruction:	
A) Instructional Techniques: methods of instruction, lecture, demonstration; performance, communication skills; instructional aids; and use of questions to promote learning.	40
B) Organization techniques: 4 step teaching method, performance objectives and learning domains, etc.	30
C) Lesson Planning: subject, title, outlines, development and visual aids.	60
D) Techniques of evaluation: purpose of test; types of test, text administration, scoring and grading, etc.	10
3. Conducting classroom and technical instruction and demonstration for three (3) or more students on all practices of cosmetology	200
4. Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory	100

**Additional training will be given in the following subjects matters:**

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

**Teacher Trainee performance objective:**

Acquire knowledge of laws and rules regulating California Cosmetology establishment's practices and understand sterilization procedures. Acquire the knowledge of general theory relative to teaching methodology and development of lesson planning.

**Potential occupations after completion:**

Instructor of Cosmetology, Master Educator, Supervisor of School, Potential Owner of School or company demonstrator.

**Skills to be developed:**

Be able to teach all areas of Cosmetology to students in all areas of the cosmetologist field.

**Attitudes and appreciation's to be developed:**

Appreciate good workmanship common to teachers, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with students, patrons and colleagues.

**Requirements for satisfactory completion of course:**

Student shall have satisfactorily completed Theory and Operations required by Bureau of Barbering and 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 Teaching 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.



**CURRICULUM FOR THE MASSAGE THERAPY COURSE****(600 Clock Hours)**

The student enrolled in a massage therapy course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a massage therapist specialist. 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:

**Minimum Specified Practical Operations Hours:**

5	DISINFECTION	20	BASIC TRADITIONAL MASSAGE
25	BASIC SWEDICH MASSAGE	25	AMERICAN TECHNIQUES
75	BASIC SHIATSU/16 MOVEMENTS	10	AROMATHERAPY
35	PATTERNS OF KI/QICHI	25	FRONT/BACK/SIDE CHANNELS (ACUPRESS.)
10	INTRODUCTION SYSTEM MASSAGE	10	BUSINESS PRACTICE/MASSAGE BUSINESS

Subject Of Technical Instruction:

Minimum Hours of Theory Instruction

1.	Health Safety/Hazards/HIV Aids	15
2.	Disinfection/Sanitization	10
3.	Histology/Anatomy/Physiology	10
4.	Ethics/Nutrition/Principle/Techniques	15
5.	Muscles/Nerves	10
6.	Trigger Points/Deep Tissues Therapy	10
7.	Other System Massage	5
8.	Basic Tradition Massage	10
9.	Basic Swedish Massage	10
10.	American Techniques	10
11.	Basic Shiatsu/16 Movements	20
12.	Aromatherapy	5
13.	Patterns of KI/Qi/Chi	15
14.	Front/Back/Side Channels (Accupresss.)	20
15.	Introduction System Massage	10
16.	Sports Massage	55
17.	Introduction Holistic Therapy	15
18.	Business Practice/Massage Business	25

**Additional training will be given in the following subjects matters:**

Salon management, communication skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards.

Preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to the field.

**Massage Therapy performance objective:**

Acquire knowledge of laws and rules regulating California establishments practices and understand procedures.

Acquire the knowledge of general theory relative to anatomy, physiology, chemistry, and theory relative to practical procedures and perform and acquire business management techniques common to massage therapists.

**Potential occupations after completion:**

Massage Therapist Specialist, product representative and company demonstrator.

**Skills to be developed:**

Use of Proper implements relative to all massages procedures. 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.

**Attitudes and appreciation's to be developed:**

Appreciate good workmanship common to massage therapists, 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:**

Student shall have satisfactorily completed Theory and Operations with an average grade of "C" (70%) or better.

**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.

**Licensing requirements:**

There are No Licensing Requirements. Every city has an application process that vary from city to city; students are giving this information.

**Permit Requirements**

In Order to practice the art of message in an establishment a permit/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.

## **ADMISSIONS INFORMATION AND HOURS**

### **ADMISSIONS**

Applicants for Admissions may secure information on Tuesday through Friday between 09:00 a.m.- 5:30 p.m.  
Person to contact: Mr. Brownn Van and Ms. Kathy Cervantes Admissions (909) 620-6893

### **FINANCIAL**

Applicants or students may secure Financial information Tuesday through Fridays between 10:00 a.m. - 6:00 p.m.  
Person to contact: Mr. Thien Pham...Financial Advisor (909) 620-6893

### **PLACEMENT ASSISTANCE**

Wednesday, Thursday and Friday between: 10:00 a.m. through 12:00 p.m.  
Person to contact: Mr. Brownn Van Placement (909) 620-6893

### **DRUG ABUSE PREVENTION PROGRAM**

The college makes the following information available to its students, staff, and instructors.

Any individual associated with **THUY PRINCESS BEAUTY COLLEGE** who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

SOBER LIVING  
2811 VILLA WAY  
NEWPORT BEACH, CA 92663  
1-800-647-0042

### **VIOLENCE/DOMESTIC ABUSE ADVISOR HOTLINE**

The college makes the following information available to its students, staff, and instructors.

Any individual associated with **THUY PRINCESS BEAUTY COLLEGE** who is seeking information, counseling, or assistance concerning about violence/domestic abuse may call the hotline:

If you are seeking advice for yourself or a loved one, contact the hotline.

100% Free and 100% Confidential

By phone: 1.877.4.It.To.Stop (1-877-448-8678)

### **FINANCIAL AID—CONSUMER INFORMATION:**

**The institution participates in Federal Financial Aid Programs. We are not participated in State Financial Program.**

Based on a combination of approvals, authorization, and accreditation, **our students are eligible to apply for and receive tuition aid and financial assistance while attending the college.**

A list of these programs include:

Federal PELL Grant: Does not require repayment (FPELL)\*\*\*

Federal Supplemental Education Opportunity Grant: Does not require repayment (FSEOG)\*\*\*

FDirect Stafford Loans - Subsidize: Must be repaid \*\*\*

FDirect Stafford Loans - Unsubsidized: Must be repaid \*\*\*

FDirect Plus Loans: Must be repaid \*\*\*

**\*\*\*denotes the programs available at this institution**

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

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

### **FINANCIAL AID MECHANISM**

Financial aid is a mechanism that reduces out-of-pocket costs that students and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates and must be repaid in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student’s termination from the program or if a student’s attendance falls below half time. Financial aid is awarded to students who have “need”. Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

### **STUDENT ELIGIBILITY REQUIREMENTS**

To be eligible for financial aid, a student must:

- \* be admitted as a regular student;
- \* be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- \* be a citizen or an eligible non-citizen;
- \* not owe a refund on a FPELL Grant or FSEOG at any school;
- \* not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- \* have financial need;
- \* be making satisfactory progress (as defined by the school’s policy) in the course of study;
- \* be registered for selective service (if a male born on or after January 1, 1960);
- \* have signed a statement of educational purpose; have signed a statement of updated information;
- \* have a high school diploma, (or its equivalent) a GED

### **THE U.S. DEPARTMENT OF EDUCATION STUDENT FINANCIAL AID PROGRAMS:**

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

**Federal PELL Grant: Does not require repayment (FPELL)**

**Federal Supplemental Education Opportunity Grant: Does not require repayment (FSEOG)**

**FDirect Stafford Loans - Subsidize: Must be repaid, FDirect Stafford Loans - Unsubsidize: Must be repaid,**

**FDirect Plus Loans: Must be repaid.**

**APPLICATION PROCEDURES AND FORMS:** Financial aid applications for this institution consist of the following: Free Application for Federal Student Aid (FAFSA) this form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours or on the internet @ <http://www.fafsa.ed.gov> In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

**FEDERAL WILLIAM D. FORD DIRECT LOAN PROGRAM.** Funds received from either of the loan programs are subjected to repayment from the student. Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under this loan programs, the rights that the student has under the individual loan program conditions, and the consequences of a failure to meet the repayment obligations. Federal Direct Subsidized Loan, are made directly to students from the U.S. Department of Education. Subsidized loans are need based and the current rate of interest is 3.4%. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits). The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of 1.5 % rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule. Federal Direct Stafford Unsubsidized Loan, These loans expand the ability of the U.S. Department of Education to make "Unsubsidized" Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

- (1) Unsubsidized loans are not need based and the current rate of interest is 6.8%. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).
- (2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.
- (3) PLUS loans are not need based and the current rate of interest is 7.9%. Parents may borrow up to the amount of the student's cost of attendance less other expected financial assistance.
- (3a) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

**DEADLINES:** Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FPELL Loan Program.

**DISBURSEMENT:** Checks are issue to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. **For additional information, read the pamphlet "Direct loan Entrance Interview"**

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

**DEADLINE:** FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office before September 15, of the award year from which aid is requested from, or your last day of enrollment in 2012, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

**RENEWAL PROCESS:** A FPELL Grant award receive for one award year (July 1 to June 30 of the following

year), and **it is not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office.

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

Funds received under this program are not subject to repayment from the student.

**Thuy Princess Beauty College** will implement the following Federal Pell Grant cross-over Award Year Policy: Federal Pell Grant Payment Periods crossing from June 30, 2014 to July 01, 2015 will be paid out of the funds from either year on a student –by-student basis.

**DEADLINE:** You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

**DISBURSEMENT:** Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant and have a zero (0) EFC first. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds still available, a second priority will be given to students having a higher EFC or Non Pell recipient students with the lowest Expected Family contributions enrolled during the last three months. For additional information on Federal Financial Aid programs, request "The Student Guide" published by USDOE

**TREATMENT OF TITLE IV FUNDS IF THE STUDENT WITHDRAWS FROM THE COURSE OF STUDY:** As of 10/07/00, Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the course of study. Simply stated, if the student withdraws before the sixty percent of the payment period in the course, student would have earned only 50% of the aid received or eligible to receive.

To determine the percentage completed, the scheduled hours of class hours will be divided by the total hours in the payment period. Please note: Effective 07-01-06 the refund calculation will be based on the scheduled hours a student is contracted for rather than the actual hours attended on the last day of attendance according to the enrollment agreement. Unearned aid will be returned to the program(s) in accordance to the guidance described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid.

Delinquent school accounts will be assigned to a collection agency. Collection agency expenses will be added to the balance owed to the school.

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

**Thuy Princess Beauty College** utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

Nine Month Student Expense budget for the 14-15 Academic Year.

Tuition & Fees: Actual institutional charges

Books & Supplies: \$ 1,656.00 per academic year

Living cost allowance (monthly figures):

Student living	with parent	off campus
Room and Board, Food	\$ 483.00	\$1,207.00
Transportation	\$119.00	\$134.00
Personal/misc.	\$346.00	\$317.00

(cost of uniforms is included in the personal allowance). Child/Dependent care: Reasonable expenses with adequate documentation provided by the student, depending upon age and number of children. Loan Fees: For student loan borrowers, actual or average loan origination and insurance fees total, excluding allowances based on actual institutional charges: \$ 1,132.00 per month with parent, Off campus \$1,842.00 per month.



## **AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA**

This institution does not receive enough Campus-Base funds to satisfy all the student financial needs. Therefore, the school emphasizes the **SELF-HELP CONCEPT** of student financial assistance.

The **SELF-HELP CONCEPT** is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school.

### **ALL LOANS MUST BE REPAYED.**

The **SELF-HELP CONCEPT** lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford and/or, PLUS Loans)

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30).

Due to the **limited** amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows:

This institution has a continuing enrollment process in which students may start each Tuesday of each week or Wednesday when Tuesday is an observed Holiday. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year proceeding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available. Based on last year's data, the institution expects an enrollment of 40 new students meeting the "exceptional need" criteria to be enrolled during the 7/1/14 to 6/30/15 period. Therefore, the awards to those students will be up to \$ 400.00 (May be increased up to \$600.00 under special circumstances) through the entire period. As of July 1, 2011 the first selection of SEOG recipients will be made from students with "exceptional need". Students with "exceptional need students" are defined by this institution as students that have an expected family contribution (EFC) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June). Both selections will be made from students, whose file has been completed, with no issues pending regarding the students' eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year. It is our institutional policy to protect our students from incurring unnecessary loan debts, therefore students are carefully interviewed during the enrollment process to secure that the students will utilize any available funds available to them to meet their educational expenses (school charges, transportation, personal or child care) before a need for loans be included in their financial aid package).

**DEFINITIONS:** The following definitions correspond to some common terms used within the financial aid terminology:

**ACADEMIC YEAR:** A period of not less than 26 calendar weeks with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13 calendar weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 26 calendar weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

**CLOCK HOUR:** A 50 to 60 minutes of supervised instruction during a 60 minutes period.

**CREDIT BALANCE:** A credit balance occurs when tuition payments have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

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

**DEPENDENT:** Is an individual other than the spouse that has been supported and will continue to be supported

(50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) **NOT** a dependent of the student.

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

**FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:** You must be one of the following to receive federal student aid: U.S. Citizen, U.S. National, U.S. permanent resident who has an I-151 or I-551 (Alien Registration receipt card). Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations: Refugee, Asylum Granted. Indefinite Parole and/or Humanitarian Parole Cuban-Haitian entrant

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

F1 or F2 student visa

J1 or J2 exchange visitor visa only

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

1. Was born before January 1, **1991**
2. A graduate or professional student
3. Is Married (Separated but not divorced)
4. An individual with legal dependents other than a spouse. (As defined above)
5. An orphan or ward of the court up to the age of 18
6. Is a veteran of the armed forces of the United States?

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

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

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

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

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

**REFUNDS:** In any case where a refund is due to the Title IV Programs, the payment of the refund will be made within 45 days from the official withdrawal date in the following order: FDirect, FPELL FSEOG, other sources and to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

**TRANSFER STUDENT:** A student, who attended a Post-secondary institution before the enrollment at **Thuy Princess Beauty College**, is no longer required to obtain a Financial Aid Transcript **from each** of the institutions attended within the last six months before the enrollment at this institution. However all institutions must have a registered password with NSDLS.

**DISLOCATED WORKER:** A dislocated is a person that meets all of the following requirements:

- He was terminated or laid off from employment or received a notice of termination or layoff;
  - He is eligible for or has exhausted his unemployment compensation, **or** he is not eligible for it because, even though he has been employed long enough to demonstrate attachment to the workforce, he had insufficient earnings or performed services for an employer that weren't covered under a state's unemployment compensation law; **and** • He is unlikely to return to a previous industry or occupation.
2. A person who was terminated or laid off from employment or received a notice of termination or layoff as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise.
  3. A person who is employed at a facility at which the employer made a general announcement that it will close within 180 days.
  4. A person who is employed at a facility at which the employer made a general announcement that it will close.
  5. A self-employed person (including farmers, ranchers, or fishermen) who is unemployed because of natural disasters or because of general economic conditions in his community.
  6. A displaced homemaker, someone who meets all of the following requirements:
    - she has been providing unpaid services to family members in the home;
    - she has been dependent on the income of another family member but is no longer supported by that income; **and** • she is unemployed or underemployed and is having difficulty obtaining or upgrading employment. An "underemployed" person is one who is working part time but wants to work full time or one who is working below the demonstrated level of her education or job skills. Not everyone who receives unemployment benefits will meet the definition of dislocated worker. For example, in general those who quit their jobs are not considered dislocated workers, even if they are receiving unemployment benefits.

#### **VERIFICATION PROCESS:**

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1987 April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

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

**VERIFICATION EXCLUSIONS:** Applicants excluded from verification include:

- Death- Applicant dies during the award year or before the deadline for completing the verification.
  - Incarceration- Applicant is incarcerated at the time the verification is to be performed.
  - Certain immigration status- Applicant arrived in the U.S. during calendar years 2014 and 2015.
  - Certain spouse/parent status:- Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
- Completed verification: If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school: 1. Letter stating that the verification process was completed. 2. Copy of the application data that was verified, **and** if the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.

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

**REQUIRED VERIFICATION ITEMS:** Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items may include: Total number of persons in the household. The number of members of household enrolled at least half-time students in postsecondary educational institutions.

- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2012).
- U.S. income tax paid for the base year (2012). Our institution will consider IRS retrieved information as acceptable verification documentation if the Secretary of Education has identified those items as having come from the IRS and they have not been changed.
- Certain untaxed income and benefits for the base year if certain conditions would apply include:
  - o Social Security benefits.
  - o Child support.
  - o Untaxed payments to IRA or Keogh
  - o Foreign income
  - o Earned income credit
  - o Interest on tax free bonds

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

**DOCUMENTATION REQUIRED: Student,** spouse and/or parents (as applicable) **Tax transcript.** Applicants shall complete the appropriate sections of the Verification Worksheet. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms.

**Time period for providing documentation:** Applicants must provide the required documentation within 60 days from the last day of attendance or September 15, 2014, whichever is earlier.

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

Number of family members in the household

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

Change in dependency status.

Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.

Campus-based applicants whose dependency status changes during the Award Year must have their FC recalculated. This process does not apply if the change occurs due to marriage.

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

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

The student may continue training on a cash payment basis.

The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete.

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

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

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



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

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

### **STUDENT RIGHTS AND RESPONSIBILITIES**

**The student has the right to ask the school:**

- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped?

**It is the student's responsibility to:**

- Review and consider all the information about the school program before enrolling.

### **STUDENT RIGHTS AND RESPONSIBILITIES:**

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

Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.

- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.

### **ALL STUDENTS MUST PROVIDE A SOCIAL SECURITY CARD THAT IS SIGNED AND THE SCHOOL WILL MAKE THE COPY WE WILL NOT ACCEPT A COPY FROM THE STUDENT.**

- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand, that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

\*If you wish to register to vote and you can download a voter registration form at the following internet address: [www.sos.ca.gov/nvrc/fedform/](http://www.sos.ca.gov/nvrc/fedform/)

### **OUR CAMPUS WILL PROVIDE YOU WITH SEVERAL BOOKLETS PUBLISHED BY THE UNITED**

**STATE DEPARTMENT OF EDUCATION 'FUNDING EDUCATION BEYOND HIGH SCHOOL' (2011-12 THE GUIDE TO FINANCIAL AID & THE STUDENT LOAN GUIDE'). PLEASE BE SURE TO ASK FOR A COPY OF THESE BOOKLETS DURING YOUR INTERVIEW WITH THE FA DEPARTMENT.**

**DISCLOSURE OF EDUCATIONAL RECORDS (FERPA):**

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

F.E.R.P.A: Notification of Rights under FERPA for Postsecondary Institutions The Family Educational.

Rights and Privacy Act (FERPA) affords' eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day school receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school then the official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the school. School Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by **school** to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office U.S. Department of Education**  
**400 Maryland Avenue, SW Washington, DC 20202**

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.] FERPA permits the disclosure of PII from students' education records, without consent of the student, if the



disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.

- To other school officials, including teachers, within the **school** whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(J)-(a)(1)(i)(B)(2) are met. (§99.31(a)(1)) the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied for which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a no forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of

## **Student's Rights and Responsibilities**

### **The student has the right to ask the school:**

- \* The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped.

### **It is the student's responsibility to:**

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

**THUY PRINCESS BEAUTY COLLEGE**

**FACULTY/ORGANIZATIONAL CHART**

**OWNER / CEO**

Mrs. Thuy Luu

**COO / CAO**

Mr. Brownn Van

**Financial Advisor / Administrator**

Ms. Kathy Cervantes / Mr. Thien Pham

**Financial Aid Officer**

Mr. Thien Pham / Ms. Kathy Cervantes

**Admissions**

Ms. Kathy Cervantes  
Mr. Brownn Van

**Placement**

Mr. Brownn Van

**Instructors**

Thuy Luu, Brownn Van, Annabelle Vigil, Susana Gonzalez and Kathy Cervantes

**COSMETOLOGY EDUCATIONAL FACULTY QUALIFICATION LIST**

THUY LUU  
Licensed Cosmetologist

INSTRUCTOR  
SINCE 1998

SUSANA GONZALEZ  
Licensed Cosmetologist

INSTRUCTOR  
SINCE 2006

BROWNN VAN  
Licensed Manicurist

INSTRUCTOR  
SINCE 2006

KATHY CERVANTES  
Licensed Cosmetologist

INSTRUCTOR  
SINCE 2010

ANNABELLE VIGIL  
Licensed Cosmetologist

INSTRUCTOR  
SINCE 2008

### Directions:

From the 60 FWY, take the Garey Off Ramp, make a **right** if you are traveling going **West (to LA)**, make a **left** if you are traveling going **East (to Riverside)**; go for about 1 mile and you will get to Second Street, just before the train underpass; make a **right** turn onto **Second St**, and you will find us on your right hand side at **252 E. Second St. Pomona, CA 91766**

From the 10 FWY, take the Garey Off Ramp, make a **left** if you are traveling going **West (to LA)**, make a **right** if you are traveling going **East (to Riverside)**. (Street is called **Orange Grove** for about **100 feet**, then you have to **turn left on the light onto Garey Ave.**) Go for about 1 Mile and you will get to Second Street, make a **left** after the train underpass onto **Second St**, and you will find us on your right hand side at 252 E. Second St. Pomona, CA 91766

