VICTORIA BEAUTY COLLEGE INC.
1350 SOUTH PARK VICTORIA, SUITE # 36
MIPITAS, CA 95035

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SCHOOL CATALOG

Victoria Beauty College Inc.

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SCHOOL CATALOG

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Victoria Beauty College Inc.

A MESSAGE FROM DIRECTOR

Welcome to VICTORIA BEAUTY COLLEGE INC and thank you for selecting us to assist you to obtaining your desired Cosmetology training. You are now entering into the field experience that will hopefully provide you with the opportunity for successful in the beauty industry**.**
At VICTORIA BEAUTY COLLEGE INC we offer you the training to pass the State Board of Cosmetology Examination. Our training includes class theory and clinic practical hands-on in Cosmetology, Barbering, Manicure and Esthetician. We will instruct you how to be successful at your new career including Operation Manager, business concept and customer services. We also will provide you a "mock-board" examination, both in Written and Practical test, which is held approximately every eight weeks, to help assure you success at the State Board Exam. We place emphasis on how to be successful in the market place, and how to be successful at every operation necessary to create the life style you desire. This means hard work, dedication, and practice on your part.
It is pleasure to have you join us at Victoria Beauty College Inc. My goal to help you discover your ability to transform your life and other's lives by your training. With this catalog we extend to you an open invitation to visit our school, inspect our facility and talk over your career with our faculty.

APPROVAL DISCLOSURE STATEMENT

VICTORIA BEAUTY COLLEGE INC, 1350 South Park Victoria, Suite 36, Milpitas, CA 95035.
Was granted institutional approval from the Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code 94311. The Bureau approval mean that the institution and its operation comply with the minimum state standards established under the law for occupational instruction by private postsecondary educational institutions, and does not imply any endorsement or recommendation by state or by the Bureau. Institutional approval must be reapproved three years and subject to continued. Approved are the course:

Cosmetology	**1600 Hours**
Barber	**1500 Hours**
Nail Care	**400 Hours**
Skin Care	**600 Hours**
Instructor Cosmetology	**600 Hours**

Instruction is in residence with facility occupants' level accommodating about 150 students at any one time.
California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.
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 State Boards, bureaus, departments or agencies set minimum standards for your program of studies.
In accordance with educational Code Section 94316.12

> **The California State Board of Barbering and Cosmetology -provides licenses to graduates upon passing the State Board Examination**.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to Helena Tran - Director. Unresolved complaints may be directed to the Bureau for Private Postsecondary and Vocational Education; 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833. All information in the content of this school catalog is current and correct and is so certified as true by Helena Tran.

Signature Director:

Helena Tran

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STUDENT TUITION RECOVERY FUND STATEMENT

California law requires that, upon enrollment, a fee be assessed in relation to the cost of tuition (Education Code Section 94343). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of (a) the closure of the institution, (b) the institution's breach or anticipatory breach of the agreement for the course of instruction, or (c) a decline in the quality or value of the course of instruction within the 30-day period before the institution's closure. The fund protects only California Students. Institutional participation is mandatory.
It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid; and records which will show the percentage of the course which has been completed. Such information may substantiate a claim for reimbursement from the STRF, which, must be filed within one year of the Council's service on the student of their rights under the STRF, or if no notice of rights are served to the- student, within four years of the institution's closure. For further information or instructions contact:

Bureau for Private Postsecondary
and Vocational Education
Address 2535 Capitol Oaks Drive, Suite 400 Sacramento, California 95833

GENERAL SCHOOL INFORMATION

FACILITIES

VICTORIA BEAUTY COLLEGE INC is a spacious modern facility with many benefits for our staff and student. Our school simulates salon conditions to help our students "learn by doing", with modem equipment and a variety of supplies which help to enhance the student's product knowledge. A student lounge is provided for the student's use, with eating and rest area facilities. Each student uses a locker to keep his/her uniform and private articles. Our students learn to practice managing the reception desk, making appointments, assigning operations, answering telephones and operating the cash register. Our students learn inventory control and assist in operating our supply system. Our objective is to help the student to become "salon-ready'.

ADMISSION REQUIREMENT

Students are admitted as regular students under one of the following criteria: This institution does not offer English as a second language instruction.

A) Applicants must have a High School Diploma or its equivalent. (GED, California State Proficiency Test, Etc.) and, pass an admission test. All students must take and pass an admissions test as mandated by the Council for Private Postsecondary Vocational Education. A high school graduate or GED equivalent unable to provide an actual copy of the High School Diploma or its equivalent must take and pass the school's admissions test. Students who fail the admission test may retake the test after two weeks. This school uses the Wonderlic Scholastic Exam Form IV for its admissions test. The passing score for the Wonderlic Scholastic Exam Form IV is (13) for Manicurists & (15) for Cosmetology, Skin Care and Instructor Training.

Regular students must be beyond the age of compulsory education, in California that age is 18 years old. Applicants enrolling in the Cosmetology Instructor course must possess and provide the school with a copy of their high school diploma or its equivalent.

TRANSFER and RE-ENTRY POLICY (Effective Jan. 4, 2012) Enrollment Fee: $100.00, or 15% of total tuition charges, whichever is less. Hourly training rate:

Cosmetology	**$3.00**	**Barber**	**$3.00**	**Skin Care**	**$3.00**	**Nail Care**	**$2.00**

Student(s) transferring into this school from another school in the State of California must present his/her record of withdrawal from the prior school if the student wishes to be afforded credit for prior hours/operations of training earned. Credit for prior training earned outside of California is accepted with appropriate documented proof of prior training from the State Board of Cosmetology and Barbering. A student who temporarily withdraws who is deemed to be in good standing may re-enter their program without loss of prior credit. Students must provide record of withdrawal or transcript from prior school in order to receive credit for prior training. It is the policy that this school does not recruit students already attending or admitted to another school offering a similar program of study.

Victoria Beauty College Inc.

ATTENDANCE AND MAKE-UP POLICY

Students are expected to be regular in their attendance. Absences from classes will seriously affect the student's progress. An absence may be excused however, the student is required to complete all prescribed work. All work must be made-up; students are to go their instructors for make-up test times or make-up work assignments. Excessive tardiness (6 or more) per month will be reviewed by the instructor in charge, the student will be counseled for the first offense, will be counseled and suspended for one day on the next offense continued excessive tardiness may result in the termination of enrollment.

Full time enrollment is defined as a minimum of 40hrs per week, **part time** enrollment is defined as an enrollment schedule less than 40Hrs . Scheduled attendance is defined as the hours per week/month the student has contracted for on his/her enrollment agreement (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 x 30 = 20). In order to complete your course in the 1.5 times enrollment scheduled you must maintain at a minimum an average of 67% of your scheduled enrollment per week/month.

EDUCATIONAL OBJECTIVES

At VICTORIA BEAUTY COLLEGE INC, our institutional objective is to provide training to our students, which will prepare them to pass the State Board of Cosmetology Examination, for their course of study. This examination determines an individual's basic knowledge and skills for entry-level positions in the Beauty Industry. The training provided by our institution will prepare the graduate with the knowledge and skills needed to pass the State Board Examination and if desired, pursue a vocation, at an entry level position, for employment in their individual field of training. These objectives are monitored and attained by the schools continuous attention to and evaluation of the schools curriculum and practical training skills, as mandated by the State Board of Cosmetology. Our staff is dedicated to the premise of providing the best possible vocational training within our abilities and within the scope of the State Board's required curriculum.

DROP OUT POLICY:

You may cancel your enrollment contract, and receive a full refund (subtract $75 registration fees) without any penalty or obligation, through midnight of the fifth business day, after the first day of class. If you cancel, any payment you have made will be returned to you within 30 days following the school receipt of your cancellation notice. The cancellation date be determined by the postmark on written notification, or the date said information is delivered to the school administrator or owner in person. This policy applies regardless of whether or not the student has actually school.

REMEMBER, YOU MUST CANCEL IN WRITING.

You do not have the right to cancel by just telephoning the school or by not coming to class. To cancel the contract for school, mail or deliver a signed and dated copy of the Cancellation Notice, or other written notice, or send a telegram to: VICTORIA BEAUTY COLLEGE INC, 1350 PARK VICTORIA, SUITE 36, and MILPITAS, CA 95035.

If you received any equipment from the school, which the enrollment contract indicates you must return if you cancel enrollment, you must return the equipment within 30 days of the date you sign a cancellation notice or otherwise request cancellation. If you do not return the equipment within this 30-day period, the school may deduct the amount the school paid for the equipment from the refund amount due you and you may keep the equipment. Academic transcripts will be available to dropout students within 48 hours of the student's official notification to the school of his/her withdrawal from school. For additional information see the refund policy in catalog and/or ask the school administrator for additional information. This school charges $20.00 for a copy of the student's transcript.

CALENDER/HOLIDAYS

Classes start on Monday every week.

Monday	Morning/Afternoon Classes	9:00 or 9:30 AM	To	4:00 PM
Tuesday through Friday	Morning Classes	9:00 or 9:30 AM	To	2:30 PM
Tuesday through Friday	Morning Classes	9:00 or 9:30 AM	To	5:00 PM
Tuesday through Friday	Afternoon Classes	12:30 or 1:00 PM	To	8:00 PM
Tuesday through Friday	Evening Classes	4:30 or 5:00 PM	To	8:00 PM
Saturday	Afternoon/Evening Classes	9:00AM	To	4:30 PM

The following Holidays will be observed by Victoria Beauty College Inc, New Year's Eve & New Year's Day, Memorial Day, Easter Night, Independence Day, Labor Day, Thanksgiving Day and Christmas. Religious holidays of all religions are respected; see the school administrator for a particular observance. The school may have temporary closures for other holidays or emergencies. Students will be notified as far in advance as possible regarding any other temporary closure.

Victoria Beauty College Inc.

FACULTY

Helena Tran
Director/Instructor
Qualifications:
Licensed Cosmetologist Instructor, State of California Cosmetology Teacher Credentialing. NACCAS Accreditation Workshop. B.S. Degree in Business Management Information.
Licensed Barber, Esthetician,Cosmetogist

Anne Tran / Instructor
Qualifications:
Licensed Cosmetologist. Certified to Instruct by Bureau for Private Postsecondary and Vocational Education. Commission on teacher Credentialing.

Hien Tran/ Instructor
Qualifications:
Licensed Cosmetologist, Esthetician and Barber. State of California Cosmetology Teacher Credentialing. B.S. Degree in Business.

Farah Rostamyasrabady / Instructor
Qualifications:
Licensed Cosmetologist. Hair stylist 5 years in model salon

Sophia Tran / Instructor
Qualifications:
Licensed Cosmetologist. State of California Cosmetology Teacher Credentialing

Judy Nguyen / Instructor
Qualifications:
Licensed Cosmetologist.

Maria Lucataro / Instructor
Qualifications:
Licensed Cosmetologist

Victoria Beauty College Inc.

STUDENT SERVICE

Placement

Job placement assistance is provided to graduates and students at no additional charge. The school maintains a list of job openings at Bay Area Beauty Salons and will help new licensed graduates in filling m employment applications, job-seeking techniques, interview techniques, and tips about the interview process.
Survey forms will be sent to graduate students and the return of this form will help the school to keep track of the job status of each graduate and help them in their job search. However, the school gives no guarantee of employment nor does the school use placement data as an incentive to entice prospective students to enroll.

STUDENT CONDUCT/COUNSELING

Students may be dismissed from school if their conduct is inappropriate, if they do not meet the school's academic standards, or do not follow instructions. A copy of the school's rules and regulations are provided to each student and explained during the orientation class. All students are counseled individually, to review the student's progress. Students may request additional counseling sessions at anytime.

ACCESS FOR HANDICAPPED STUDENTS

This school is not equipped to assist handicapped students.

CHEMCAL DENPENCY REHABILITATION.

Under the 1986 Reauthorization of the Higher Education Act schools are required to have a program or plan of drug prevention in effect as of July 1, 1987. This program must be available to students as well as to staff members. A school may approach one or more organizations that assist the general public (hospitals for example) with drug problems. That organization may give them the name of an official that can be contacted, the school would then be considered to be In compliance with the drug prevention requirement, In some cases many agencies are supported by the state and the cost to the user may be limited or nonexistent At this school we are suggesting the use of the following company for compliance with this new law.

Good Samaritan Hospital
Behavioral Heath
2425 Samaritan Dr.
San Jose, CA 95124
(408) 559-2000

DISCLOSURIE AND RETENTION OF EDUCATION RECORDS

Adult students, parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in their education records or those of their minor or tax dependent children. Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the institution. Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. Students are not entitled to inspect the financial records of their parents. A school official must be in the office at all time during the examination of the student files. Students' records are retained by this institution for a period of not less than five years from the date the student graduates, withdraws or otherwise ceases to be enrolled.

STATEMENT OF NON-DISCRIMINATION

VICTORIA BEAUTY COLLEGE INC does not discriminate on the basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, and Area of Origin or Residence in its Admissions, Instruction, or Graduation policies.

ADMINTRATIVE/ADMISSIONS/FINANCIAL AID/STUDENT SERVICES OFFICE HOURS

Admissions and/or Financial Aid Information are available from the school Tuesday through Friday 9:30 am - 4:30 PM. An appointment with the appropriate Office is necessary.

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CLASS HOURS & PRACTICE HOURS (APPLIED EFFORT) PROCEDURE

The State Board of Cosmetology will only recognize time clock punched recorded hours of attendance. As a result of this requirement this school can only allow clocked in hours 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 in and out for the lunch period. Students will be allowed up to seven (7) minutes to clock in and receive credit for the full quarter (1/4) hour. This seven-minute grace period applies to starting of the class day or returning from lunch. Once theory classes have been started, no one will be allowed to enter the theory classroom.

Students clocking in after the seven-minute grace period will be assigned independent study work. Students must obtain a signature from their instructor certifying the completion of the independent study.

After clocking in you are required to maintain applied effort. Applied effort means: you are to be engaged in assigned practice activities, self-study activities (authorized by your instructor), or in a class. In all cases your activities while on the time clock must be related to training for your course of study. Personnel grooming, leaving the building, reading material not related to your training or activity not related to your training will not be tolerated. You will be asked to stop such activity or to punch out for the remainder of the day, and you will receive a counseling notice. Continued activities of this nature could result in your termination.

Students are required to punch in on their time card upon arrival at school each day, punch out at lunch time or whenever they leave the building, punch back in upon returning from lunch and punch out when leaving for the day. Students are to tally their daily hours of attendance on their time cards, indicate the daily total and add this to the previous total and indicate the cumulative total in the space provided.

An instructor prior to receiving credit must check each laboratory operation and/or practice operation. Students are to list each (instructor checked), laboratory operation and/or practice operation in the appropriate section of their time card. All daily operations are added to the applicable previous operations (if any) and the cumulative total is to be indicated in the space provided on the time card. Time cards are to be signed at the end of each day or when leaving school for the day by the student and an instructor. Time cards are NEVER to leave the building. Lost time cards will cause the loss of applied effort for the period covered on the lost time card. Students will be suspended for one day if they remove time cards from the building.

COMPLAINT PROCUDURE

In the event a student, staff member, or any interested party has a complaint which can not be resolved to his/her satisfaction with the students immediate instructor; or director of the school, the student, staff member, or interested party is to make his/her complaint known in written form. A school representative will meet with the complainant within 10 days of receipt of the written complaint**.** If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee. The committee will meet within 21 calendar days of the receipt of the complaint and review the allegations. If more information is needed a letter will be sent to the complainant outlining the additional information.

If no further information is required, the committee will act on the complaint and a letter sent to the complainant within 15 calendar days, stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.

If the complainant is not satisfied with the final disposition of the complaint he/she may contact the state council listed below.

The Complaint Committee at this school consists of Helena Tran.

Documentation will be made and retained of the meetings with the complainant and all written complaints and final outcomes. These records will be maintained 5 years.

Bureau for Private Postseconddary and Vocational Education
Address 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833
Phone: 916-431-6959 Fax: 916-263-1897 www.bppe.ca.gov

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SATISFACTORY ACADEMIC PROGRESS (SAP)

Standards: the institution expects its students to maintain Satisfactory Attendance and Academic Progress (SAP). You will be evaluated on three (3) criteria. 1. Attendance (must average at least 67% of schedule hours of attendance). 2. Theory exam test grade and/or completed work project. 3. Progress regarding your ability to perform required operations (practical skills) in a proficient manner. (Completion of (2) & (3) must average at least 70%. You will be evaluated at least (3) & (4) tines during your course in accordance with your course requirement in order to maintain SAP as established by institution. A student must.

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work, such as outlines or assigned independent study.
2. This institution makes every effort to accommodate students in their ability to attend school while continuing work to pay for educational and personal expenses. Therefore, full time enrollment is defined as 67% of schedule enrollment, but not less than 100 hours of attendance per month. Part-time enrollment in this school is defined as 67% of scheduled enrollment, but not less than 50 hours of attendance per month. Less than 50 hours of attendance per month is less than half time, this institution does not enroll half time students. Scheduled attendance is defined as the hours per week/month the student has contracted for on his/her enrollment agreement (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 x 30 = 20).
   Regardless of the average level of attendance, students who have three consecutive weeks of absences, (15 class days) will be dismissed. This standard shall apply to all students except those on an approved Leave of Absence (see below). Students who expect to be absent 15 or more days are encouraged to request a leave of Absence.
   In addition to attendance standards relating to Satisfactory Academic Progress, students are also required to adhere to certain other general institutional policies relating to attendance, tardiness and school rules and regulations. These policies are outlined in the school catalog.
3. Complete the course within one and one-half (I 1/2) times the length of the course as defined in the enrollment agreement. For example if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.
4. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint of the course to be considered as meeting satisfactory progress. Students meeting the minimum requirements for attendance and academic progress at an evaluation will be considered to be making satisfactory progress until the next evaluation.

EVALUATION PERIODS: Student compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:
For courses of 900 or clock hours

- the point at which 25% of the course **is scheduled** to be completed;
- the point at which 50% of the course is **scheduled** to be completed;
- the point at which 75% of the course **is scheduled** to be completed; and
- the point at which 100% of the course **is scheduled** to be completed.
- the point at which each additional 400 clock hours **is scheduled** to be completed, beyond completion date and the point of actual completion.

Example: For the 1600 clock hour Cosmetology course, a student will be evaluated at the increments in which the student **is scheduled** to reach, 400, 800, 1200, 1600 clock hours, if applicable; at the point of which the student is scheduled to reach each additional 400 clock hours beyond scheduled completion, and/or at actual completion.
For courses of less than 900 clock hours:

- the point at which 50% of the course **is scheduled** to be completed;
- the point at which 100% of the course **is scheduled** to be completed:
- the point of actual completion, beyond scheduled completion.

Example: For the 600-clock hour Cosmetology instructor course, a student will be evaluated at the increments at which the student **is scheduled** to reach300 and 600 clock hours.
For 400 hours manicurist course a student will be test at the increment at which the student is schedule to reach 200 hours to 400 clock hours.

Victoria Beauty College Inc.

STANDARDS: This institution expects its students to maintain Satisfactory Attendance and Academic Progress (SAP). You will be evaluated on three (3) criteria, (1) Attendance (must average at least 67% of **scheduled hours** of attendance), (2) Theory exam test grades and/or completed work projects, (3) Progress regarding your ability to perform required operations (practical skills) in a proficient manner. (Completion of (2) & (3) must average at least 70%). You will be evaluated at least (3) **or** (4) times during your course in accordance with your course requirements. In order to maintain SAP as established by this institution. A student must:

Special Note: The percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement. Example: a student enrolled at 100 hours per month would be scheduled to complete a 600 hour course in 6 months, a 400 hour course in 4 months and a 1600 hour course in 16 months, allowing for no absences. A student enrolled in a 40 week, 1600 clock hour program would be evaluated for SAP after the 10th week; the 20th week, the 30th week and the 40th week. These dates would correspond to the point at which the student was scheduled to have completed 400, 800, 1200 and 1600 clock hours.

In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive an additional evaluation; either at the time the student is scheduled to reach each 400 additional clock hours beyond graduation date, and/or at the time of actual completion.

ACADEMIC AND ATTENDANCE PROBATION: Students who fail to meet the SAP standards at a given evaluation will be placed on academic and/or attendance probation for one additional evaluation period. Students remain eligible to receive aid during the probation period and will be considered as making satisfactory progress during the probationary period**.** Probationary students who fail to meet SAP by the conclusion of the probation period will be deemed as not to be making Satisfactory Academic and/or Attendance Progress may be suspended or terminated. Determination will be handled on a case by case basis. Probationary students, who meet SAP by the conclusion of the probationary period, will be removed from probation.

APPEAL PROCEDURES: Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should be received within (5) days of termination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame (5 to 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 to 10 days). The decision of the committee shall be final.

COURSE INCOMPLETES: Course incomplete, repetitions and non-credit remedial courses are not applicable to this institution's form of instruction.

LEAVE OF ABSENCE: Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school. Leaves of ABSENCE for non- medical reason may be granted for up to 60 days. Medical LOAs may be granted for up to six months with a written request from the student's physician. Do not request a Leave of ABSENCE unless you absolutely need one. Under no circumstance can the school grant more than a single LOA within a 12-month period. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will be returned to the academic progress status they held prior to the start of the leave of absence. Students who fail to return from an LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave.

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and clinic work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a 'C" (70%) grade average to maintain satisfactory academic status. The system detailed below is the system utilized in this school.

GRADING SCALE

Practical Grading Scale			Theory Point %		
Letter Grade			%	Letter Grade	
10	100	A+ Exceptional			
9	90	A Excellent	100% - 90%	A	Excellent
8	80	B Good	89% - 80%	B	Above Average
7	70	C Average	79% - 70%	C	Satisfactory
6 & below	60	D Unsatisfactory	69% or below	D	Unsatisfactory

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TUITION AND FEE SCHEDULE

COURSE	TUITION	SUPPLIES	REG FEE	TOTAL
COSMETOLOGY	$1700	$400	$100	$2200
BARBER	$2500	$400	$100	$3000.
NAIL CARE	$300	$200	$100	$600.
SKIN CARE	$1600	$300	$100	$2000

***Price change without Notice**

EXTRA INSTRUCTION CHARGES

Students are expected to complete their training within the maximum time allowed as specified in the enrollment agreement. if a student exceeds the time frame for which he/she was contracted for, an extra instruction charge will be charged for the balance of hours remaining which are required to complete the course. An addendum to the enrollment agreement will be made to reflect the additional charges at the current rate of hourly instruction. At present that hourly rate is:

Cosmetology	**$2.00 Per Hour ***	**Nail Care**	**$2.00 Per Hour***
Barber	**$3.000 Per Hour ***		
Skin Care	**$3.00 Per Hour ***	**Teacher Training**	**$0**

THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT EFFECT CURRENTLY ENROLLED STUDENTS.

COURSES OF STUDY

COSMETOLOGY COURSE OF STUDY (1,600 CLOCK HOURS)

The course of study for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) clock hours consisting of technical instruction and practical operations covering all practices constituting the art of cosmetology.

COSMETOLOGY COURSE: TEXTBOOK # MILADY'S STANDAR TEXTBOOK OF COSMETOLOGY
EDUCATIONAL PERFORMANCE & OCCUPATIONAL GOAL (D. 0. T. # 332.271-010) (CIP # 12.0403)

The cosmetology course of study is mandated by the State Board of Barbering and Cosmetology. It is designed to prepare students for the State Board licensing examination.. This examination determines the individuals basic skills for entry level positions in the Beauty Industry. The training provided will prepare the graduate with the knowledge and skills needed to pass the State Board examination and if desired, pursue a vocation at entry level, for employment as a hairdresser, salon manager, manicurist, pedicurist, skin care technician, haircolorist, salon owner, cosmetic sales representative, beauty supply representative, product demonstrator, and basic skills required to apply for Instructor Training to become a licensed Instructor. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

COSMETOLOGIST COURSE GRADUATION REQUIREMENTS

The student must completed the State Board required theory hours and minimum required practical operations as stated in the curriculum, for Cosmetology, with a Grade Point Average (GPA) of (80%) "C" or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination.

COSMETOLOGIST COURSE LICENSING REQUIREMENTS

A Cosmetology license will be granted by the State Board of Barbering and Cosmetology only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the Cosmetology State Board Examination with an overall average of 75%.

Victoria Beauty College Inc.

COSMETOLOGY TECHNICAL SUBJECT	MINIMUM THEORY HOURS INSTRUCTIONS	MINIMUM PRACTICAL OPERATIONS
1. **The Barbering and Cosmetology Act** and the Boards Rules and 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 make-up, 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 MVIADDS 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	5	
5. Disinfection and sanitation: shoe includes procedures to protect the health and safety of the consumer as well as the technician. The ten required Minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980.Disinfection will be emphasized throughout the entire training period and must be performed before use of 0 instruments and equipment .	20	10
6. Bacteriology, anatomy, and physiology.		15
7. Wet hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling and comb-outs.)	25	200
8. **Thermal Hair Styling.** (Shall include hair analysis, straightening, waving, curling with hot comb and hot curling irons, and blower styling.)		
(A) Thermal styling	20	40
(B) Press and Curl		20
9. Permanent Waving. (Shall include hair analysis, chemical and beat permanent waving.)	20	80
10. Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	20	25
11. Haircutting. (Shall include hair analysis, and the use of the razor, electric clippers, and thinning shears, for wet and dry cutting.)	20	80
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.)		
Hair coloring	60	50
Bleaching		20
13. Scalp and Hair Treatments. (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	5	20
14. Facials.		
(A) Manual. (Shall include cleansing, scientific manipulations, packs, and masks.)	5	10
(B) Electrical, (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin rare 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	*15*
(C) Chemicals (Shall include chemical peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, know as the epidermis, may **be** removed, and only for the purpose of beautification. AU practical operations must be performed in accordance with Section 992 regarding skin peeling.	10	15
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	20
16. Make-up. (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.)	15	10
17. Manicuring and Pedicuring		
(A) Water and Oil Manicure, including nail analysis, and hand and arm massage	5	15
(B) Complete Pedicure, including nail analysis and foot and ankle massage.	5	10
(C) Artificial Nails		
1. Acrylic: Liquid and powder Brush-on	10	50 Nails
2. Artificial Nail Tips	10	50 Nails
3. Nail Wraps and Repairs	5	20 Nails

Victoria Beauty College Inc.

The state board recommends that schools provide training in the areas of communication skills that include professional ethics, salesmanship, decorum, record keeping, and client service record cards. No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, **or** windows.

NAIL CARE COURSE (MANICURIST) 400CLOCK HOURS

The curriculum for students enrolled in a nail course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist pursuant to section 7316 of the Barbering and Cosmetology, Act.

EDUCATIONAL PERFORMANCE & VOCATIONAL GOALS (D. 0. T. 4 331.674-010) (CIP 4 12,0499 other)

The Nail Care course of study is mandated by the State Board of Barbering and Cosmetology. It is designed to prepare students for the State Board licensing examination, This examination determines the individuals basic skills for entry level positions in the Beauty Indus". The training provided will prepare the graduate with the knowledge and skills needed to pass the State Board Examination and if desired, pursue a vocation at entry level, as a manicurist specialist, pedicurist, product demonstrator, nail artist nail salon manager, nail supply representative, or nail products demonstrator.

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 or on a mannequin, Such technical instruction and practical operations shall include:

MANICURIST TECHNICAL SUBJECT	MINIMUN THEORY HOURS INSTRUCTIONS	MINIMUM PRACTICAL OPERATION
1. The Barbering and the Cosmetology Act and the Board'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. Heath and Safety/Hazardous Substances: Shall include training in chemicals and heath in establishment, Material safety, data sheet, protection from hazardous chemical And preventing chemical injuries, heath and safety laws and agencies Ergonomics, and communicable diseases, including HIV/AIDS And Hepatitis B.		
4. Disinfection and santitation: Shall include procedure to protect the heath and safety of the consumer as well as the technician. The ten required minimum operation shall entail performing all Necessary functions for disinfecting instrument and equipment as Specified in sections 979 and 980. Disinfection will be emphasized Throughout the entire training period and must be performed before Use if all instruments and equipment.	10	10
5. Bacteriology, anatomy, and physiology.	10	
6. Water and Oil manicures, including hand and arm massage.	15	40
7. Complete perdicure, including foot and ankle massage.		
8. Application of Artificial Nails.		
Acrylic: Liquid and powder brush-ons.	15	80 Nails
Nail Tips	10	60 Nails
Nail Wraps and repairs	5	40 Nails

The board recommends that schools provide training in the areas of communication skills that include professional ethics, salesmanship, decorum, record keeping, and client service record cards. No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walk woodwork, toilets, or windows.

MANICURIST COURSF, GRADUATION REOUIREMENTS

The student must completed the required theory hours and practical operations in Nail Care with a Grade Point Average (GPA) of **(800/o) 'C' or** better, He/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination.

MANICURIST COURSE LICENSING REQUIREMENTS

A Manicu6ng license will be, granted by the State of California only after the student has successfully completed and graduated from the Nail Care course as described above and passed the State Board Exam with an overall average of 75%.

Victoria Beauty College Inc.

SKIN CARE COURSE (ESTHETICIAN) 600HOURS (DOT # 332.271.014) (CIP # 12.0499 Cosmetic Services, Other
The curriculum for students enrolled in a skin care course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of an esthetician.

EDUCATION GOALS/OBJECTIVE The skin care course of study is designed to prepare students for the State Board licensing examination and for profitable employment. The knowledge and skills will prepare licensed students for work in skin care, salon manager, salon owner, product demonstrator, skin care specialist or make up artist.
Instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person on mannequin. Such technical instruction and practical operations shall include:

	Minimum Hours Of Technical Instruction	Miminum Practical Operation
(1) The Barbering and Cosmetology Act, and the Board's Rules and Regulations	10	
(2) Chemistry pertaining to the practices of an esthetician. (Shall include the chemical composition and purpose of cosmetic and skin care preparation. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	10	
(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 Hepatitis B).	20	
(4) Electricity. (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment).	10	
(5) Disinfection and sanitation: (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection will be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10	
(6) Bacteriology, Anatomy, Physiology, skin care analysis and conditions.	15	
(7) Facials (A) Manual; (Shall include skin analysis, cleansing, scientific manipulations, packs and mask).	20	40
(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 used to simulate so as to contact or for the purpose of contracting, the muscle of the body or face).	30	60
(C) Chemicals: (Shall include chemical peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, know as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be perform in accordance with section 992 regarding skin peeling.	20	40
(8) Eyebrow Arching and Hair Removal: (Shall include the use of wax, tweezers, manual or electrical, and depilatories for the removal of superfluous hair.)		
(A) Tweezers	5	10
(B) Wax and Depilatories	20	40
(9) Make-up: (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.)	20	40

The board recommends that schools provide training in the areas of communication skills that include professional ethics, salesmanship, decorum, record keeping, and client service record cards. No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.
When a student has completed the required hours and practical operations for the skin care course with a Grade Point Average (GPA) of "C" (80%) or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination.

GRADUATION REQUIEMENTS
When a student has completed the required hours and practical operations for the skin care course with a Grade point Average (GPA) of “c” (80%) or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary document to file for the appropriate State Board of Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS
A Esthetician license will be granted by the State of California only after has successfully passed the State Board Examination.

Victoria Beauty College Inc

COURSES OF STUDY

BARBER COURSE OF STUDY (1,500 CLOCK HOURS)

The course of study for students enrolled in a barber course shall consist of fifteen hundred (1500) clock hours consisting of technical instruction and practical operations covering all practices constituting the art of barber.

BARBER COURSE: TEXTBOOK # MILADY'S STANDAR TEXTBOOK OF BARBER-STYLING

EDUCATIONAL PERFORMANCE & OCCUPATIONAL GOAL

The Barber course of study is mandated by the State Board of Barbering and Cosmetology. It is designed to prepare students for the State Board licensing examination.. This examination determines the individuals basic skills for entry level positions in the Beauty Industry. The training provided will prepare the graduate with the knowledge and skills needed to pass the State Board examination and if desired, pursue a vocation at entry level, for employment as a hairdresser, salon manager,, hair colorist, salon owner, beauty supply representative, product demonstrator, and basic skills required to apply for Instructor Training to become a licensed Instructor.

Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

BARBERING COURSE GRADUATION REQUIREMENTS

The student must completed the State Board required theory hours and minimum required practical operations as stated in the curriculum, for Barbering, with a Grade Point Average (GPA) of (80%) "C" or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination.

BARBER COURSE LICENSING REQUIREMENTS

A Barber license will be granted by the State Board of Barbering and Cosmetology only after the student has successfully completed and graduated from the Barbering course as described above and passed the Barber State Board Examination with an overall average of 75%.

CURICULUM FOR BABERING COURSE

(a) The curriculum for students enrolls in a barbering course shall consist of fifteen hundred (1500) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7318 of Barbering and Cosmetology Act.

(b) 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 complete service on anther person or on a mannequin.

(c) The course of instruction in the practical phase of barbering required for a student in a 1,500-hour course shall cover not less than 1,300 hours including train in basic haircutting and in hairstyling of all texture of hair at discretion of the school owner or instructor. The practical training shall include performance of the following minimum practical operations

Subject	Minimum Practical Operation
(1) Haircuts and Hairstyles	750
(2) Shaves	40
(3) Rest Facial	20
(4) Shampoos	25
(5) Scalp Manipulations	20
(6) Hair Waving an Curling	20
(7) Hair Coloring and Tinting	5
(8) Hair Processing and Relaxing	5

(9) Application of chemicals used on the hair, hairpieces, measuring, fitting and servicing of hairpieces and rolling cream massages.

All the students shall receive sufficient instruction and training in the subjects listed in this section to properly prepare them to apply for and take the examinations given by board and provide barber services in an establishment.

(d) The course of instruction in the theory of barbering required for a student enrolled in a1,500-hour course shall cover not less than 80 hours of instruction in the subject listed in Section 7316(a) of the code, including razor cutting, hair processing blow waving and sale techniques. The theory instruction shall include training at the discretion of the school owner or instructor. The course of instruction shall also include 20 hours of technical instruction in the area of hazardous substances (shall be the course developed by the Board of Barbering and Cosmetology as provided by section 7389)

(e) The course of instruction required for the student enrolled in a 1,500-hour shall cover not less than 120 hours allotted to practical and/or the theoretical phase of the course in suck manner as the owner or instructor consider necessary in the individual case.

(f) A student shall be properly instructed to cut hair of render barber services to all person.

NOTE: Authority cited: Section 7312 and 7362(b), Business and Professions Code Reference: Section 7316(a). 7321.5(d)(1), 7362.5(a) and 7389, Business and Profession Code

Victoria Beauty College Inc.

COSMETOLOGY INSTRUCTOR COURSE OF STUDY (600 HOURS) (Effective January 1, 1995)
(D.O.T. # 075-127-010-Cosmetology Instructor) (CIP # 12.0499 other)

The course of the study for the students enrolled in a cosmetology instructor training course shall consist of six hundred (600) clock hours of technical instruction and practical operation in teaching the art of cosmetology, as defined in section 7316 of the Barbering and Cosmetology Act.

COSMETOLOGY INSTRUCTOR COURSE EDUCATION GOALS

The State Board of Barbering and Cosmetology mandates the Cosmetology Instructor course. It is designed to prepare licensed cosmetologists for the state Board Instructor licensing examination. This examination determines the individual basic skills for entry-level positions in the Beauty Industry. The training provided will prepare the graduate with the knowledge and skills needed to pass the State Board Examination and if desired, pursue a vocation at entry level, as a Cosmetology Instructor, manicurist specialist, pedicurist, nail artist, nail salon manager, nail supply representative, nail products demonstrator, hairdresser, salon manager, manicurist, pedicurist, skin care technician, hair colorist, salon owner, cosmetic sales representative, beauty supply representative, product demonstrator

Technical instruction means instruction by demonstration, lecture, classroom participation, or examination, practical operation shall mean the actual performance by the instructor trainee of teaching techniques and principles

COSMETOLOGY INSTRUCTOR SUBJECT	MINUMUM HOURS OF TECHNICAL INSTRUCTION	MINIMUM HOURS OF PRACTICAL OPERATIONS
1. The Barbering and Cosmetology Act and Board's Rules And Regulations.	10	
2. Preparatory Instruction		
(a) Instructional techniques: method 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	50
(C) Lesson planning: subject title; outlines development; And visual aids, etc.	60	50
(D) Techniques of evaluation: purpose of tests; types of test, Test administration; scoring; and grading, etc.	10	
3. Conducting classroom and technical instructions and Demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations.(Shall be conducted under supervision of a licensed instructor.)	140	
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	

A student enrolled in the six hundred (600) clock hour instructor training course may not engage in the school in a complete service connected with any practice or combination of practices of cosmetology upon a patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.

No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets or windows

Cosmetology Instructor COURSE PERFORMANCE OBJECTIVE

To achieve professional competency and the ability to:

- Teach related information, manipulative operations, and techniques.
- Use various teaching aids, such as instruction sheets, visual aids and tests.
- Develop personal characteristics that contribute to success in teaching.
- Develop occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students.
- Develop lesson plans, outlines, procedures and tests that will insure student comprehension and will instill the will to learn.
- Develop a course content reflecting a comprehensive, correlated unit of study.
- Develop instructional materials that will facilitate set-up and preparation of class.
- Develop supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

COSMETOLOGY INSTRUCTOR COURSE GRADUATION REQUIREMENT:

When a student has completed the required theory hours and practical operations in Cosmetology Instructor with a GPA (Grade Point Average) of (80%) "C" or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file the appropriate State Board of Barbering and Cosmetology Examination.

COSMETOLOGY INSTRUCTOR COURSE LICENSING REQUEREMENTS

An Instructor's license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology Instructor course, and has completed the 12th grade or an accredited senior high school course of study or has the equivalent education, holds a valid California Cosmetologist license, or provides a signed affidavit from his/her employer attesting to experience, and has passed the State Board Exam with an overall average of 75%.

Victoria Beauty College Inc.

REFUND POLICY

BUY'S RIGHT TO CANCEL: You may cancel your enrollment contract, and receive a full refund without any penalty or obligation, through midnight of the fifth business day, after the first day of class. If you cancel, any payment you have made will be returned to you within 30 days following the school's receipt of your cancellation notice.

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class. To cancel the contract for school, mail or deliver a signed and dated copy of the Cancellation Notice, or other written notice, or send a telegram to:
VICTORIA BEAUTY COLLEGE INC, 1350 SOUTH PARK VICTORIA, MILPITAS, CA 95035.
The cancellation date is determined by postmark date or by date notification is delivered in person. This policy applies regardless of whether or not the student actually started the training.
If you received any equipment from the school which the enrollment contract indicates you must return if you cancel enrollment, you must return the equipment within 30 days of the date you sign a cancellation notice or otherwise request cancellation. If you do not return the equipment within this 30-day period, the school may deduct the amount the school paid for the equipment from the refund amount due you and you may keep the equipment.

REFUND POLICY: Even if you withdraw more than five business days after the start of class, you may be entitled to a partial refund**.** You have a right to withdraw from school at any time and receive a refund for the part of the course not taken. The amount of that refund shall be "pro-rated" according to the uncompleted portion of the course less the cost to the school of any unreturned equipment and a registration fee not to exceed $100.00. The refund shall be calculated in the following manner and shall be made within 30 days after the date the school receives the student's written Notice of Cancellation.
In the event the school is permanently closed and no longer offers instruction after a student enrolls, the student will be entitled to a pro-rata refund of tuition as outlined in this refund policy and the enrollment agreement. If a course is canceled subsequent to a student's enrollment, the school shall at its option; provide a full refund of all moneys paid; or provide completion of the course. If an applicant is not accepted for enrollment by the school, all moneys paid will be refunded to you immediately.

ENROLLMENT TIME, is defined as scheduled hours of attendance, that portion of the course scheduled to be completed between the actual starting date and the date of the student's last day of physical attendance in the school.

$$\frac{(\text{Contract Price* - \$100 reg. Fee})}{\text{Number of hours of instruction In the contract period}} = \text{Per Unit Cost of instruction} \quad \frac{\text{Amount Paid for instruction - \$ 100}}{\text{per unit cost of instruction}} = \text{Total no. of Hours. for which the student has paid}$$

$$\text{Total no. of hours For which Student has piad} \quad \text{The number of hours completed when the been completed completed when the student drop} = \text{The number of hours which were paid for but not received when student drop}$$

$$\text{Amount Paid For instruction} \times \frac{\text{Number of hours which were paid for but not received when the student dropped}}{\text{Total number of hours for which the Student has paid}} = \text{Initial refund amount}$$

$$\text{Initial Refund Amount} + \text{.Cost of Returned Equipment} = \text{Actual Refund Amount}$$

* "Contract Price" reflects the amount of tuition, fees and all other costs for which the student has contracted to pay **EXCEPT** the value of equipment, books, and supplies.

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

Victoria Beauty College Inc

(Refund Policy Cont'd)

Example: Assume that a student enrolled in, and paid for, a 1600 clock hour program which costs $3,595 ($3,520 tuition; $75 registration fee) and received, and paid for, equipment valued at $475. The amount paid for instruction would be $4070. If the student withdrew at the point he or she were scheduled to have completed 1,200 clock hours and failed to return the equipment, the refund calculation would be:

[3,595.00 – 75] -- 1600 = $2.20 1,600 – 1,200 = 400

Refund amount $2.2 X400 = $880

Kit (Supplies) Refund Policy

Once purchased, the equipment and materials specified on the Equipment Schedule become the property of the Buyer/Student unless the materials are returned in usable condition (excluding health or sanitary items) within ten (10) days following the date of the Buyer/Students withdrawal from school. The Seller/School will refund only the amount that exceeds the documented cost of those materials. Clearly recognized health and sanitary restrictions prevent the school from accepting return of the equipment and or materials so specified on the equipment schedule.

FORMAL TERMINATION

Formal termination of a student's enrollment will occur when one of the following takes place:

A student provides the school a notification in writing of his/her intention to withdraw

A student fails to return at the expiration of an authorized leave of absence. In this event the refund be calculation will be made for the period of enrollment from the date instruction began to include the last day of the student's physical attendance, prior to the authorized leave of absence.

A student has been absent for three consecutive weeks.(15 class days).

The school dismisses a student for a violation covered in the rules and regulations of the school.

Students may be dismissed by the institution for failure to make tuition payments as scheduled in the enrollment agreement.

All refunds will be made within 30 days of formal cancellation or determination of withdrawal as stated above.

** NOTE: This institution calculates refunds under the State AB 1402/4052 requirements as stated above, and the National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS), and the Federal Department of Education's Pro-rata refund (DOE) requirements under PL 102-325, Sec 484B. The refund which delivers the highest refund amount to the student's benefit is the refund which is used. The policy applies to all institutions participating in Title IV aid programs. Applies only to students attending the institution for the first time who withdraw during a period for which he/she received Title IV aid. Institutions are not required to apply Federal Prorate refund policy to students who did not receive Title IV aid. The policy does not apply if the student's last recorded date of attendance occurs after the point in chronological time at which 60% of the period for which the student has been charged has been completed. See the school administrator for the DOE or NACAS refund requirements. In most cases the State refund policy will deliver the highest refund amount to the student's benefit.

Victoria Beauty College Inc.

ORGANIZATIONAL CHART
VICTORIA BEAUTY COLLEGE INC

SCHOOL DIRECTOR
& FINANCIAL DIRECTOR
HELENA TRAN

SUPERVISOR
HIEN TRAN

INSTRUCTORS

HELENA TRAN

ANNE TRAN

HIEN TRAN

FARAH R.

SOPHIA TRAN

JUDY NGUYEN

MARIA LUCATERO

Victoria Beauty College Inc.

VICTORIA BEAUTY COLLEGE INC

RULES & REGULATIONS

Hours of School Attendance

Monday	Morning/Afternoon	9:00 or 9:30 AM to 4:00 PM
Tuesday through Friday	Morning Classes	9:00 or 9:30 AM to 2:30 PM
Tuesday through Friday	Morning Classes	9:00 or 9:30 AM to 5:00 PM
Tuesday through Friday	Afternoon Classes	12:30 or 1:00 PM to 8:00 PM
Tuesday through Friday	Evening Classes	4:30 or 5:00 PM to 8:00 PM
Saturday	Morning/Afternoon/Evening	9:00 AM to 4:30 PM

1. If you arrive seven minutes past your scheduled time of attendance, you will lose 15 Min.

2. If the student is absent for more than 7 days in a month without a valid excuse, the student will be suspended.

3. Students are not allowed to clock in each other. You must clock yourself in and out only. Time cards must be completed with both the student and instructor's signatures. All time cards must be turned in at the end of each day.

4. Rigid adherence to the rules of sanitation, sterilization and personal hygiene is strictly enforced at all times.

5. Uniform in White/Black should be worn in during customer service. Pants or skirts must cover the knees. Shoes should have a closed toe and heel, and be flat and comfortable.

6. Gum chewing any where in the school is not allowed. Students present over 6 hours a day must take a 1/2 hour lunch. Students must take lunch between 11:30 PM and 1:00 PM.

7. Students are not allowed to use the business phone for personal calls, except for an emergency.

8. Students must advise an instructor if leaving the building during normal school hours. The student must also clock out anytime he/she leaves the building.

9. All instruction in the school will be done by the instructors only.

10. When serving the public, students must be courteous and pleasant at all times. In case of any difficulties, do not argue with the patron, call an instructor. People can forgive poor work, but not a bad attitude.

11. All tuition charges must be paid before graduation or before applying a pre-application. The school reserves the right to interrupt training whenever the tuition is past due from a student.

12. Only authorized students may be behind the front desk.

Victoria Beauty College Inc.

13. Disrespect for an instructor or fellow student is inexcusable. The school reserves the right to suspend or expel any student who gossips or causes disorder. Keep a cooperative attitude towards fellow students, staff, and patrons at all times.

14. Students may consult with management at anytime regarding problems of personal, financial**,** emotional, or educational in nature.

15. Any type of disruption in a classroom, (as determined by an instructor), the student(s) involved may be sent home.

18. Students are required to put their equipment in order before leaving at the end of their day. Kits are to remain at school during the student's training. The borrowing of each other equipment is not allowed.

19. The school does not assume any responsibilities for any negligence, carelessness or lack of skill by any part of the course on one another.

20. Students must pay for any supplies used for personal work, 50% for all chemical service.

21. Students must charge patrons for all additional supplies and services that patrons request after the service slip is made out.

22. The school reserves the right to enter any student's locker at any time. The lockers are school property and are subject to periodic inspection. The school will make periodic spot checks of kit, for sanitary conditions and equipment maintenance.

23. Students are requested to speak in moderate tone when calling another student or an instructor.

24. All record cards (hair, color, perm, etc.) are to be filled out completed and handed in.

25. All of the following must be done by an instructor. Check finished hair cut, check tint and bleach application, cold wave processing (at least every 5 minutes), tint and bleach processing, any disorder of the hair and scalp which looks like or even resembles a contagious disease or lice. A person's work can only be done with authorization from instructor.

26. Any student found using drugs smoking marijuana or taking alcohol will be expelled immediately.

27. Each student must do clean up and sanitation as assigned. Station must be kept clean, neat, and sanitary at all times.

28. Students are responsible for returning school equipment after finishing service.

The rules are designed to not only for excellent salon habits and attendance, but also to assist you in completing school as soon as possible, so you can begin your chosen profession and begin earning the money you deserve. Violation of any school rules may result in your suspension or termination.

Any violation of these rules will subject the student to suspension and/ or dismissal.

Victoria Beauty College Inc.