

SAN FRANCISCO COLLEGE OF COSMETOLOGY



STUDENT CATALOG

COLLEGE ESTABLISHED: MAY 2005

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2075 MISSION STREET
SAN FRANCISCO, CA 94110
TEL: 415-621-1333
FAX: 415-621-3003
SFCOSMETOLOGY.COM

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MESSAGE FROM THE DIRECTOR

Welcome to San Francisco College of Cosmetology! Thank you for choosing our school as your institution for learning new knowledge, skills, and practical training. At the San Francisco College of Cosmetology, you will embark on an exciting journey that encompasses not just learning and developing new skills, but you will also make new friends and engage in a larger network of beauty specialists including but not limited to manicurists, estheticians, and cosmetologists.

The world of cosmetology is a world of unanticipated excitement. Cosmetology is not just about learning what has been established, but it is also about inventing new creations. Exhibiting these skills brings forth endless employment opportunities. We encourage students to strive beyond their expectation. During the course of your study, we encourage you to make the best of your time here. We are here to teach, to assist, and to mentor. We don't succeed unless you succeed.

Welcome!

Sincerely,

Ms. Colleen Nguyen
Co-Owner & Director

Ms. Susan Nguyen
Co-Owner & Program Manager

MISSION STATEMENT

The Mission of the San Francisco College of Cosmetology is to provide a quality education in order for the graduate to pass the California State licensing exam and to be successful in the field of cosmetology, esthetics, and manicuring.

GOALS

To fulfill this mission we will pursue the following goals:

1. Train students to successfully pass the certification of the California state license examination.
2. Instill a sense of professionalism in each student.
3. Provide up-to-date training information.
4. Assist with placement services so graduates are placed in their field of study.

OBJECTIVES

The objectives for each student will be:

1. To take and pass the state board exam in order to be eligible for entry-level employment in the field of cosmetology.
2. Learn to communicate effectively in order to build a base of clients.

SFCC CONTACT INFORMATION

NAME:

San Francisco College of Cosmetology

ADDRESS:

2075 Mission Street
San Francisco, CA 94110

TELEPHONE:

(415) 621-1333

FAX:

(415) 621-3003

WEBSITE:

www.sfcosmetology.com

PROSPECTIVE STUDENTS

PRIOR TO ENROLLMENT ALL PROSPECTIVE STUDENTS WILL BE PROVIDED WITH A COPY OF THE COLLEGE'S CATALOG IN WRITING:

As a prospective student, you are encouraged to review this catalog in full prior to signing the Enrollment Agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing the Enrollment Agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by San Francisco College of Cosmetology may be addressed to:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

2535 CAPITOL OAKS DRIVE, SUITE 400
SACRAMENTO, CA 95833

OR

P.O. BOX 980818
WEST SACRAMENTO, CA 95798-0818
TEL.: (916) 431-6959
FAX: (916) 263-1897
WWW.BPPE.CA.GOV

ABOUT SAN FRANCISCO COLLEGE OF COSMETOLOGY

San Francisco College of Cosmetology (SFCC) is located at 2075 Mission Street, California, 94110. The school is accessible by San Francisco public transit and is near Mission and 16th street BART station. The facility is approximately 4,500 sq. ft. SFCC offers course programs for Cosmetology, Esthetician, and Manicurist. All sections of the school are equipped with the latest equipment and technology in compliance with Board of Barbering and Cosmetology regulations to ensure a safe and comfortable learning environment. **SFCC does not offer student housing.**

The school is situated in the heart of the Mission District where the diversity of the population and vibrant businesses interconnect at every street corner. Restaurants and coffee shops offer delicious ethnic food and drinks.

Parking is available in designated areas and meter parking is available along Mission Street.

THE SCHOOL IS WHEELCHAIR ACCESSIBLE AND THE RESTROOMS ARE EQUIPPED FOR PERSONS WITH DISABILITIES.

The San Francisco College of Cosmetology (SFCC) shall provide the school's catalog & brochures to any person upon request. Further, the SFCC shall provide a prospective student in writing a copy of the school's catalog.

SFCC is a private school approved and licensed by the Bureau for Private Postsecondary Education and by the State of California Department of Consumer Affairs, Board of Barbering and Cosmetology. SFCC is accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS).

The National Accrediting Commission of Career Arts & Sciences

4401 Ford Avenue, Suite 1300

Alexandria, VA 22302

Tel: (703) 600-7600 Fax: (703) 379-2200

<http://www.naccas.org>

Any questions the student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95834

(888) 370-7589 or (916) 431-6959 Fax: (916) 263-1897 <http://www.bppe.ca.gov/>

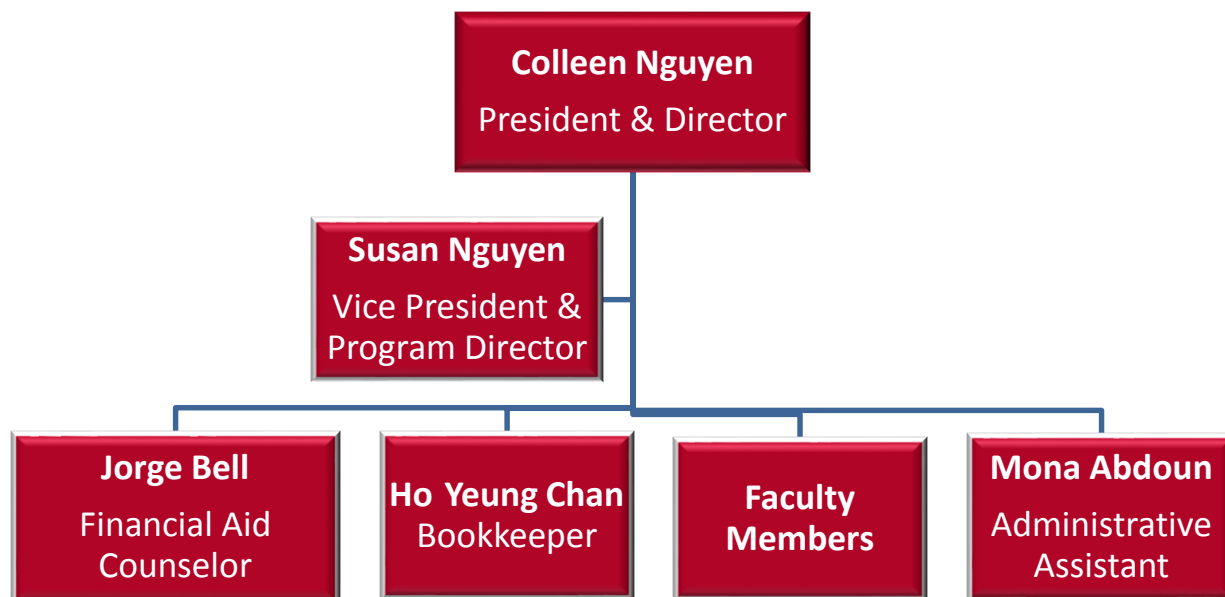
State of California Department of Consumer Affairs, Board of Barbering and Cosmetology

P.O Box 944226

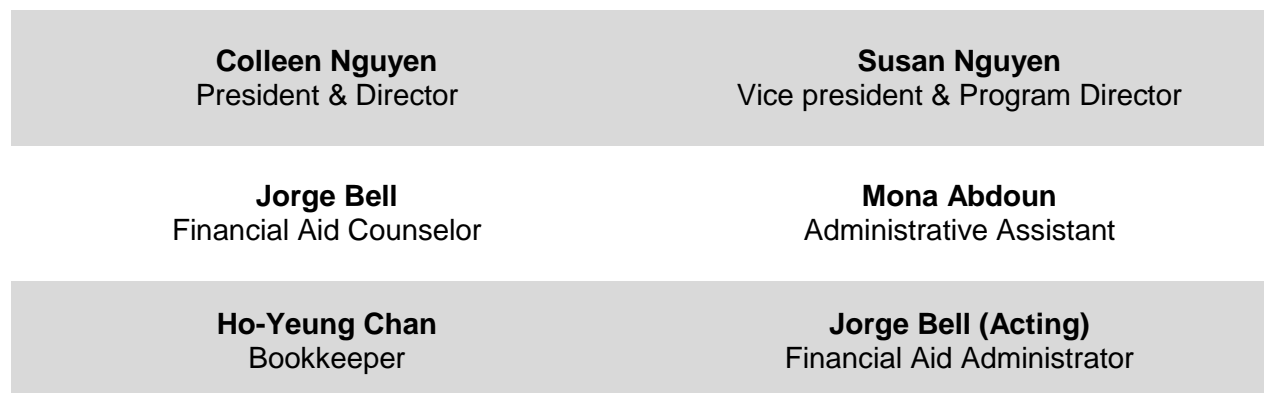
Sacramento, CA 94244-2260

Tel. (800)952-5210 Fax: (916) 575-7281 <http://www.barercosmo.ca.gov/>

ORGANIZATION CHART



ADMINISTRATION



FACULTY

1. Qualifications

Instructors are Cosmetologists who are licensed by The Board of Barbering & Cosmetology. Additionally, each instructor has many years of experience in the field in which they are licensed.

2. Faculty Members

REGULAR INSTRUCTORS	SUBSTITUTE INSTRUCTORS
Mauricio Casco Licensed Cosmetologist	Susan Nguyen Licensed Cosmetologist
Tuyet Nguyen Licensed Esthetician & Manicurist	Vita McConnell Licensed Esthetician and Cosmetologist
Loc Nguyen Licensed Manicurist	Kimberly Le Licensed Esthetician and Manicurist
Vita McConnell Licensed Esthetician and Cosmetologist	Thai An N Cao Licensed Manicurist and Esthetician
Thuy (Mary) Thu Tran Licensed Manicurist	

STUDENT INFORMATION

ADMISSION STANDARDS

To be eligible for admission at SFCC, the applicant must be 18 years of age or older and must have earned a High School Diploma, a GED Certificate, or passed the Ability to Benefit Test (ATB).^{*} Applicants need to provide a copy of their high school diploma, GED certificate, or Ability-to-Benefit test results proving that they passed prior to enrollment.

**Note: ATB students are not eligible for Title IV funds unless the ATB test was taken prior to July 1, 2012.*

TRANSFER POLICY

SFCC accepts up to 70% of the required hours that transfer from another **accredited** institution for each program. Proof of credits earned is required in the form of official transcripts or equivalent from your previous school at the time of enrollment. SFCC does not recruit students already attending or admitted to another school offering a similar program of study. Experiential learning is currently not recognized by SFCC for award of school credit.

POLICY REGARDING COURSE OUTLINE OR SYLLABUS

It is the policy of the SFCC to provide a written course outline or syllabus to each student during the first day of attendance. This outline of syllabus is in the catalog under the description of each course.

TRANSFER OR ARTICULATION AGREEMENT

SFCC does not participate in any transfer or articulation agreement with any other college or university.

ATTENDANCE AND TARDINESS POLICIES

How soon a student completes (his/her) course depends on how many attendance hours per week the student maintains. All students must maintain an attendance level of no less than 100 hours per month. Students are encouraged to maximize their educational opportunities by attending scheduled training sessions on a regular basis. Tardiness is not accepted unless the student notifies the instructor in advance. Three days being late is equal to one unexcused absence. A student who misses more than three consecutive days without prior approval from the SFCC director is subject to dismissal or suspension. Justifiable absences are those due to illness or emergency matters.

LEAVE-OF-ABSENCE (LOA) POLICY

1. SFCC may grant students a Leave of Absence (LOA) due to pregnancy, family emergency, illness, or unforeseen emergency.
2. All requests for LOAs should be submitted in advance in writing. Except during:
 - a. Unforeseen circumstances which prevent the student from doing so (For example, car accidents which required a few weeks to recuperate before returning to school).
 - b. SFCC may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances; however, SFCC will document the reason(s) for its decision and shall collect the request from the student at a later date **(In this example, the beginning date of the approved LOA would be determined by the institution as the first date the student was unable to attend the institution because of the accident or other special circumstance).**
3. The request should include the reason(s) for the student's absence. All requests must be signed and dated. The LOA together with any additional leaves of absence must not exceed a total of 90 days in any 12-month period.
4. The institution must extend the student's maximum time frame and the contract period by the same number of days taken in the LOA. Changes to the contract period on the Enrollment Agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

TUITION FEE AND OTHER CHARGES

The following is the current cost for training at SFCC. A standard budget is used for all students.

Tuition (Plus Fees, and Supplies):

Course	Registration	Tuition (Includes Tutoring)	Books	Starter Kit & Uniform	Total Cost
Cosmetology 10 to 12 Months 1600 Hours	\$75.00	\$11,300.00	\$475.00	\$450.00	\$12,300.00
Esthetician 4 to 5 Months 600 Hours	\$75.00	\$3,925.00	\$350.00	\$350.00	\$4,700.00
Manicurist 3 Months 400 Hours	\$75.00	\$1,525.00	\$250.00	\$300.00	\$2,150.00

*Transfer Credit Fees \$25.00 (Not Applicable To All Students)

*Assessment Fee/Student Tuition Recovery Fund \$0.00 per \$1,000.00 (Not Applicable To All Students) (STRF Is Non-Refundable)

*Additional Instruction Charges \$6.00 per Hour for All Courses (If Applicable To Student)

The registration fee of \$75.00 is non-refundable. However, students may choose to pay their tuition fee and other charges in monthly installments. A monthly installments schedule will be set up between the institution and students. In addition, students are required to pay the Student Tuition Recovery Fund (STRF) fee (non-refundable), which is expressed in the Enrollment Agreement (\$0.00 per each \$1,000).

POLICY REGARDING COLLECTION OF TUITION FOR EACH TYPE OF PROGRAM

Preferably all tuition and fees are collected when student enrolls in school. However, SFCC applies the following tuition payment plan for students who are unable to pay the total amount:

1. \$1,000.00 at time of enrollment (SFCC accepts the following forms of payment: MasterCard or Visa credit card, debit card, cash, or check).
2. The remaining balance will be divided by the total number of months left in the respective program and paid in monthly installments.
3. Students may pay tuition in full at their option.

ADDITIONAL FEES

Students who need **additional hours** past the contracted graduation date appearing on the Enrollment Agreement will be required to pay **\$6.00 per hour for each hour of additional training** needed to complete the necessary clock hours as required by the State of California for the course in which the student is enrolled.

Pre application for the California State Exam: Cosmetology is \$134.00, Esthetician, \$124.00 and Manicurist \$119.00 due to the State Board of Barbering and Cosmetology. Students will fill out pre application papers when 75% of their training is completed. Through this application process students will be able to take their State Board examination sooner than the regular applicants.

INSTITUTIONAL CANCELLATION AND SETTLEMENT POLICY

Cancellation, Withdrawal, and Refund Rights Policy

- 1) You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh (7) day after enrollment, whichever is later (**Cancellation Period**).

To cancel the contract for school, call, mail, fax or deliver signed and dated copy of cancellation notice, or other written notice to: San Francisco College of Cosmetology 415/621-1333 (phone) 415/621-3003 (fax), www.sfcosmetology.com, 2075 Mission street, San Francisco, CA 94110

Cancellation date will be determined by the postmark on written notification, or the date said information is delivered or e-mailed to school administrator. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. If you cancel this agreement within the seven-day time period, The San Francisco College of Cosmetology will refund any money that you paid within 45 days after your notice is received. If the school has distributed books to you, you shall return them upon cancellation. If you fail to return the books in good condition, you will be charged the kit list cost of books, *Kit equipment and supplies are not returnable due to sanitary reasons. Therefore, once you receive, accept, and or use any equipment the cost will be charged to you. The school may deduct the amount for the equipment from the refund amount due to you and you may keep the equipment.

- 2) **You have the right to withdraw from School at any time.** A withdrawal may be effectuated by the student's written notice, or the student's conduct, including, but not necessarily limited to, a student's lack of attendance, or a student stating that they will no longer continue attending school. Any student who finds it necessary to withdraw must notify the Admissions Office promptly, in person or in writing, of their intent to discontinue classes, stating their reasons in full. If you withdraw from the course of instruction *after the cancellation period*, School will remit a refund less the registration and STRF fee within 45 days following your withdrawal. You are obligated to pay only for educational services received and accepted equipment. Equipment purchased through the school is not refundable due to State sanitation and disinfection regulations. The refund shall be the amount you paid for instruction multiplied by a fraction—the numerator of which is the actual attended number of hours of instruction which you have received, the denominator of which is the total number of hours of instruction for which you have paid. If the amount you have paid is more than the amount that you owe, then a refund will be made within 45 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay it.
- 3) Any monies due a student who **unofficially withdraws** from the institution shall be refunded with 45 days of a determination by the institution that the student has withdrawn without notifying the institution. A student who has not been in contact with the school, verbally or in writing, for a period of 14 days, and has not requested to be granted a Leave of Absence will be determined as to have UNOFFICIALLY withdrawn and will be dropped and withdrawal and refund processes will begin.

- 4) For students who have completed **60 percent** or less of the scheduled hours of attendance, the refund shall be based on a pro rata refund. For students who have completed **61 percent** or more of the period of attendance, **100 percent of the tuition is due.**

5) Hypothetical Refund Example:

The following table outlines the refund due based on percentage of training completed, assuming you paid the following:

TOTAL CONTRACT	LESS FEES FOR REGISTRATION	LESS SUPPLIES	TUITION FEE
\$8,100	\$100	\$2,000	\$6,000
COMPLETED		REFUND DUE	
10%		\$5,400	
25%		\$4,500	
50%		\$3,000	
61% OR MORE		\$0.00	

- 6) For the purpose of **determining the amount you owe**, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify School of your withdrawal or the actual date of withdrawal; (b) School terminates your enrollment; (c) You fail to attend classes for 14 consecutive calendar days without notifying the school; (d) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
- 7) If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.
- 8) Students cannot be dismissed by an instructor. Such dismissals are to be sanctioned only by the Administrators of the School.
- 9) **If the course is cancelled subsequent to a student's enrollment**, the School shall at its option provide a refund of all monies paid, or provide completion of the course,
- 10) Students who do not complete the program within the maximum time allowed (not to exceed 150% of the course length) may be withdrawn from the program (Financial aid students are not eligible to receive financial aid after the 150% maximum timeframe).

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 of 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.

You are not eligible for protection from STRF and you are not required to pay the STRF fee, if either of the following applies: (a) You are not a California resident, or are not enrolled in a residency program, or (b) Your total charges are paid by a third-party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party. The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in education all programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Education (BPPE). You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- 1) The school closed before the course of instruction was completed,
- 2) The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school,
- 3) The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- 4) There was a material failure to comply with the Act or this 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 BPPE.
- 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 you keep copies of the Enrollment Agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

Or

P.O. Box 980818

West Sacramento, Ca 95798-0818

Tel: (888) 370-7589 or (916) 431-6959

Fax: (916) 263-1897

www.bppe.ca.gov

STATEMENT ABOUT BANKRUPTCY

SFCC DOES NOT have a pending petition in bankruptcy.

RE-ENTRY POLICY

In the case of students who have dropped out of SFCC and wish, after a period, to re-enter the school and resume their classes, the following policies must be followed. Upon withdrawal from school a student's record is closed and any fees necessary are refunded; therefore upon re-entry a student must start the application procedure anew. Any fees, documents, and contracts from their previous enrollment will not be applicable for use in their new file and must be resubmitted. Fees and tuition must be paid in full for the new contract.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at SFCC is at the complete discretion of institution to which you may seek to transfer. Acceptance of the certificate of Cosmetology, Esthetics or Manicuring is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution 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 SFCC to determine if your credits, diploma, or certificate will transfer.

ASSESSMENT FEES FOR TRANSFER OF CREDITS

An assessment fee of \$25.00 will be charged for the evaluation of credits granted from other institutions.

OFFICIAL TRANSCRIPT FEE

A processing fee of \$25.00 will be charged to obtain an official transcript from SFCC.

NON DISCRIMINATION POLICY

SFCC does not discriminate on the basis of sex, sexual orientation, disability, race, age, color, ethnic origin, or religion in its school practices or in the administration of its school policies.

STUDENT RECORDS

Student educational records are filed and maintained in locked cabinets. Student records will also be stored electronically in a separate location, accessible to school administrators. Upon request, students, parents or guardians (if the student is a dependent minor), may access their files with an approval and presence of an administrator. Academic records will be kept separate from financial records. Student records will be maintained at this primary institution for a minimum of five (5) years. Examples of documents that are kept confidential are as follows:

- Pre-Enrollment Receipt
- Student Info Form
- Enrollment Agreement
- School Conduct Policy
- Cancellation and Refund Form
- Personal Identification (Copies)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY

SFCC complies with all FERPA rules and regulations, and it does not release information on individual students without the student's written instruction for each request, unless mandated by the court. Student must approve release of information on each 3rd party request. However, the school provides access to student and other school records to its accrediting agency.

SUPPORT SERVICES

A list of nearby support services including emergency housing, counseling, medical clinics, rape and battered women programs is available upon request in the main office.

POLICY REGARDING PERFORMANCE FACT SHEET

Prior to signing the Enrollment Agreement, you must be given a Performance Fact Sheet for each program you are enrolled in, which you are encouraged to review before signing the Enrollment Agreement. The Performance Fact Sheet will be provided in the language of your choosing (English, Spanish, or Vietnamese). For example, a student who chooses to enroll in a program to be taught in Spanish will receive a Performance Fact Sheet in Spanish.

MAKE-UP POLICY

Make-up work and hours may be given to students who have a reasonable excuse, such illness (doctor's notice must be provided), or a family emergency situation. Make-up work and hours must be approved by the Director.

PHYSICAL REQUIREMENTS FOR COSMETOLOGY, ESTHETICIAN, & MANICURIST PROGRAMS

Students must be able to stand long periods of time. Anyone with neck, back, hand, wrist, foot concerns, etc. or allergic to any kinds of hair dye, hair perm, or chemicals in the nail industry should consult with a doctor prior to admissions.

PLACEMENT SERVICES/ EMPLOYMENT ASSISTANCE

SFCC does not guarantee employment. Placement assistance is provided on a referral basis only. A list of prospective employers will be provided to each graduate. Referrals to prospective employers do not guarantee employment. Students must be aware that to gain employment, they need to meet the requirements set forth by employers.

CALENDAR AND SCHEDULE

SFCC is closed on Saturdays and Sundays. New classes begin every Monday. We also observe the following holidays:

Martin Luther King, Jr. Day	Chinese New Year Day
Presidents' Day	Memorial Day
July 4, Independence Day	Labor Day
Thanksgiving Day and the following day	December 24 th thru January 1 st

If the school unexpectedly closes due to extenuating circumstances, a sign will be posted on the front door. Students are to return to the next scheduled day unless otherwise instructed.

REGISTRATION

San Francisco College of Cosmetology operates under an open enrollment policy. New classes begin every Monday. At registration, students must present, to the admissions office, any information or verification documents that might be required.

BILINGUAL INSTRUCTION

SFCC offers courses in English, Spanish, and Vietnamese. Students are welcome to attend SFCC programs in any language they choose (English, Spanish, or Vietnamese). All information regarding enrollment, satisfactory completion of the program, or any documents pertaining to the chosen program will be provided to applicants, enrollees, or students in the language of their choosing (i.e. a student who chooses to enroll in a program to be taught in Spanish will receive instruction in Spanish and all program documents in Spanish). Non-English speaking students wishing to attend SFCC for instruction in English only are required to have a minimum English proficiency of ESL level 4 to attend classes.

GRADING SYSTEM

It is mandatory for students to complete the requisite theory and practical operations as required by the Board of Barbering and Cosmetology.

All students must pass all courses with a minimum grade point average of 75% or 2.0 "C" average.

- Cosmetology students are given four (4) exams prior to graduation. Exams are given at the following evaluation points: 450 hours/900 hours/1350 hours/1560 hours.
- Esthetician students are given two (2) exams prior to graduation. Exams are given at the following evaluation points: 300 hours/560 hours.
- Manicurist students are given two (2) exams prior to graduation. Exams are given at the following evaluation points: 200 hours/360 hours.

In each program, the last exam is a state mock exam for students to take prior to graduation in preparation of the licensing exam. The exam consists of a written part and a practical part. Students must obtain a minimum passing score of 75%. Students will be permitted to take a retest for any grade below passing.

Attendance for all students is required on average of 25-35 hours per week in order to make satisfactory progress. Students are required to complete the total required clocked hours, theory and practical operations for the course. Students must pay all tuition balance in full upon issuance of certificates and diplomas.

GRADING SCALE

75% or above = Pass (P)

Below 75% = Fail (F)

GRADUATION REQUIREMENTS

To graduate, students must have satisfactorily completed theory and operations required by Board of Barbering and Cosmetology and achieve an average grade of 75% (C) or better. Student must also have completed the California State Board of Barbering and Cosmetology required clock hours (see hours listed below for each program), and paid all tuition fees before being awarded their diploma. Students are assisted in completing the necessary documents to file for the appropriate California State Board Examination. The minimum number of clocked hours required to graduate is as follows: Cosmetology 1,600 Hours; Esthetician 600 Hours; Manicurist 400 Hours.

SFCC ensures that a student has fully met the requirements prior to being issued a diploma or certificate of completion using exit interviews. Before graduation, each student meets with a school administrator who reviews the student's records and determines whether the student has fulfilled all the graduation requirements.

LICENSURE REQUIREMENTS

All programs taught at SFCC require licensure from the State of California. The following must be completed prior to obtaining a license:

1. Successfully complete the Cosmetology, Esthetician, or Manicurist program and graduate from SFCC.
2. Have a valid social security number.
3. Must be 17 years of age or older.
4. Pass the State Board Exam with an overall average of 75%.
(Please note that there is a fee to take the licensing exam).
5. The California Board of Barbering and Cosmetology requires students to report and clear criminal/ conviction records in order to receive their license.

REGULATORY OVERSIGHT RESTRICTIONS

The California Board of Barbering and Cosmetology requires students to report and clear criminal/conviction records in order to receive their license.

STUDENTS FROM OTHER COUNTRIES

SFCC will not vouch for student's status, and any associated charges for students admitted from other countries. (Please note that currently SFCC does not provide I-20 visa)

TIME CLOCK POLICY

All students must clock in at the beginning of each day in the Administration Office. The daily schedule is as follows:

- **Start of day:** 8:30AM (Students must clock in by themselves)
- **Lunch break:** 30 minutes (students must clock out and in by themselves)
- **End of day:** 5:00PM (All students must clock out by themselves)

Students are not allowed to clock in or out for other students. Failure to comply with this policy may result in expulsion.

DRESS CODE POLICY

Students are required to attend school wearing a black and white outfit only. The outfit must be neat and clean and presentable to the public who enter the college.

STUDENT CONDUCT POLICY

- Students are expected to respect other students, faculty, staff, and patrons at all times during school attendance.
- All students must maintain their uniforms in neat and clean condition.
- Students are required to have their kits and equipment on the floor at all times. Students will be suspended for the day if they fail to comply with this rule.
- No foul language will be tolerated on the floor. Students who violate this rule will be required to clock out, and the student will be suspended for the day.
- No yelling, shouting, or horseplay will be allowed. Unnecessary noise, running, or unprofessional conduct is not permitted. No talking to a student that is working on a patron. Students who violate this rule will be suspended for the day.
- There is absolutely no congregating at the front desk, nor is there any loitering in the reception area.
- No eating or drinking on the clinic floor or in the classroom. Eating and drinking are only permitted in designated areas. Smoking is **NOT** permitted in the building. Students who violate this rule will be suspended for the day.

- Cell phones must be turned off or be on silent mode while on campus. Students are not allowed to use their cell phones while in class or while working on a patron. Students are only allowed to use their cell phones in case of emergency. Failure to comply with this rule will result in suspension for the day.

DISMISSAL/TERMINATION POLICY

- Stealing from another student, staff, patron, or from the school will result in automatic expulsion.
- The use of alcohol or drugs on campus is prohibited and is grounds for dismissal.
- Physical or verbal abuse is not tolerated and can result in immediate suspension or dismissal.
- Failure to be in school for a 2-week period is grounds for suspension.

STUDENT COMPLAINT/ GRIEVANCE PROCEDURES

A student or any member of the public may file a complaint about this institution with the Bureau for Private Post Secondary Education by calling (888) 370-7589 toll free or by completing a complaint form which can be obtained on the bureau's website: www.bppe.ca.gov.

The student should be aware that if a complaint is brought, the identity of any person who has furnished information relating to, or assisted in the investigation of the complaint will be kept as confidential as possible, consistent with a fair determination of the issues. The complaint procedures are as follows:

1. All complaints must be in writing and must be submitted to the Instructor or Program Manager.
2. After filing his/her complaint, an informal conference will be held within 10 days.
3. If the student is not satisfied with the outcome of the decision he or she should seek assistance from the School Director.
4. A decision will be rendered and put in writing to the complainant. The decision will be final.
5. If the complainant is not satisfied with the outcome of the decision, he or she may forward a copy of the complaint to one of the following regulatory agencies:

Bureau for Private Postsecondary Education

P.O. Box 980818, Sacramento, CA 95834

Telephone: (888) 370-7589

FAX: (916) 263-1897

www.bppe.ca.gov

Or

State of California Department of Consumer Affairs, Board of Barbering and Cosmetology

P.O. Box 944226

Sacramento, CA 94244-2260

Telephone: (800) 952-5210

Fax: (916) 575-7281

www.dca.barbercosmo.ca.gov

STUDENT RESOURCES & LIBRARY

Students have free access to a collection of books, videos, and other materials relevant to the fields of study at SFCC. These are located in the office and can be accessed any time during business hours, and borrowed with approval from the staff on duty. Failure to return borrowed items to the library will incur a replacement fee, which the student will be expected to pay promptly. New material may be requested if it is not found in our library.

UPDATING THE SFCC CATALOG

The SFCC catalog will be reviewed and updated as often as necessary but at least once annually on August 1st of each year. Please note that inserts with the latest changes may be added to the catalog.

GENERAL TERMS

- 1) All supplies for the program selected will be supplied by SFCC at the stated charge. Lost, mutilated, or stolen items will be replaced at the expense of the Student.
- 2) Cost of medical or other examinations, if required, is to be paid for by the Student.
- 3) In the event of disaster, Acts of God (such as fire, flood, earthquake, etc.), or equipment failure, SFCC reserves the right to postpone training for a maximum of 30 days. Students will be duly notified and compensated if applicable.
- 4) All course schedules are subject to change in starting and completing dates. Students will be duly notified. Students will be offered the opportunity to consent as provided by law. In cases where such changes would cause an undue hardship, a refund will be offered. The maximum postponement of class start date is 30 days.
- 5) SFCC reserves the right to withdraw a scheduled program if the registration is insufficient to make up a class. All monies paid will be refunded.
- 6) SFCC reserves the right to change or modify, without notification, the program content, equipment, staff, or materials and organization as necessary, with approval all applicable Federal and State agencies, if required. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending Students.
- 7) SFCC reserves the right to reject any applicant for admission not meeting the requirements for the program selected. The student's enrollment may be terminated at the election of SFCC's director, if the Student's academic progress, behavior, absences, lateness, or dress does not conform to the requirements, rules and regulations of the School; in which event, the extent of the Student's tuition obligations will be in accordance with the School's refund policy.

MEDIA/ADVERTISEMENT RELEASE AUTHORIZATION

SFCC may use students' photos in any school advertisements, promotional literature, website, or other media resources.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

PURPOSE

All students are required to meet satisfactory academic progress (SAP) according to Federal regulations and policies set by SFCC. The intent of these policies is to ensure that all students are making measurable progress toward completion of an approved certificate program in a reasonable period of time and within a reasonable number of clock hours attempted in their program of study.

SCOPE

Regulations require a student's progress to meet both the Grade Point Average (GPA) and Pace of Progression standards. In addition to a student's cumulative GPA, students are also required to pass a percentage of all attempted coursework, and to complete their program of study within the maximum timeframe established by the institution. To reasonably measure a student's academic progress, the student's academic record will be evaluated including clock hours earned at other post-secondary institutions and transferred into the student's program of study at the SFCC.

STANDARDS OF PROGRESS

All students must maintain satisfactory academic progress toward an eligible program of study. The following are standards of progress that all students must meet in order to maintain satisfactory academic progress:

Grade Point Average (GPA) Standard

The minimum cumulative GPA requirement the student must maintain is 75% or Pass. This includes all certificate programs.

Pace of Progression Standard

The pace of progression standard is 67% Completion Rate and 150% Maximum Timeframe. All students must maintain the minimums as listed below:

1. Completion Rate Requirement

The student must successfully complete 67% of the cumulative clock hours attempted to meet the minimum requirement. Example: if the student attempts 60 clock hours during enrollment, the student must successfully complete 40 clock hours ($60 \text{ hours attempted} \times 67\% = 40 \text{ hours}$). For purposes of rounding, students who achieve a completion rate of 66.7% or higher are considered to have met the 67% completion rate requirement. Successful completion is defined as receiving 75% or Pass.

2. Maximum Timeframe

The maximum timeframe for a student to complete a program is 150% of the published length of the program. Students who exceed the length of the program will no longer be eligible for financial aid.

If a student is pursuing more than one program of study, maximum timeframe standards of 150% will be applied, toward each program, for all attempted hours. Students in a clock hour program are not eligible to receive financial aid for hours beyond those required for the program.

TREATMENT OF SELECTED GRADES

Withdrawals

For the purpose of this policy a withdrawal occurs when a student fails to complete the scheduled clock hours and weeks of instructional time in the payment period.

Clock hours in which a student receives a grade of “W” for withdrawal are included in the number of attempted hours, but do not count toward successfully completed hours. Students who withdraw may have difficulty meeting the satisfactory academic progress requirements.

Students who withdraw officially or unofficially, or students who cancel their contract and want to obtain their transcripts and/or proof of training documents must pay fees for all hours completed, including fees for books, supplies, registration, and transcript processing.

Transfer Credit

Students transferring from another college will be considered making satisfactory progress at the time of enrollment at SFCC. In addition to being factored into the completion rate requirement as attempted and completed credits, a student's maximum time to receive financial aid will also be reduced by the equivalent transfer of clock hours towards his/her degree.

EVALUATION PERIODS

Students will have their SAP evaluated at the end of each evaluation period. At the time of review, students must have successfully completed both the clock hours and weeks of instructional time required for the payment period. Maximum Timeframe is measured in cumulative clock hours required to complete the program and expressed in calendar time. (Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.)

Each student must complete the required number of hours for the course in which they are enrolled. These are scheduled as follows: Basic Cosmetology requires 1600 clock hours, the Esthetics Course requires 600 clock hours, and the Manicuring Course requires 400 clock hours. For purposes of determining satisfactory academic progress, each course is broken down into segments. The Cosmetology course is broken into two academic years consisting of 900 hours for the first academic year and 700 hours for the second academic year.

Segment evaluation periods are based on scheduled hours and will be as follows:

1. **Cosmetology Course:** Students will be evaluated in segments of 450 scheduled clock hours for the first academic year and in segments of 350 clock hours the second academic year
2. **Esthetics Course:** Students will be evaluated in segments of 300 clock hours

3. Manicurist Course: Students will be evaluated in segments of 200 clock hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the course.

RETURNING STUDENTS

If a student graduates from a certificate program, he/she can pursue a second certificate, less applicable courses required for the second certificate of study. If the student reaches 150% of the program length, he/she can request an evaluation of the program to determine the number of clock hours available to complete the second certificate of study.

STUDENT STATUS

Satisfactory

Satisfactory status is achieved when all criteria explained above are met.

Warning

Students (who are not currently on Warning status) who do not have the required GPA and/or have not successfully completed 67% of their cumulative attempted clock hours, will be placed on Warning status for the following evaluation period. Satisfactory progress will be monitored at the end of the evaluation period to determine if the student met the standards of progress. If no satisfactory progress is made by the end of the evaluation period, the student may be subject to withdrawal (financial aid students who do not make satisfactory progress by the end of the evaluation period will be ineligible for Title IV funding).

Appeal of Satisfactory Academic Progress Standards

Students who have been deemed not meeting SAP standards may appeal to waive the academic progress requirements only where there are extenuating circumstances. A student may submit written documentation by completing the Satisfactory Academic Progress Appeal Request form that explains the extenuating circumstances that have affected academic performance and what has changed that will allow him/her to make Satisfactory Academic Progress. Supporting documentation must be presented. Circumstances may include, but are not limited to: illness or injury, the death of a family member, or other extenuating circumstances.

If the appeal is approved, a status of Probation is assigned. This status requires students to maintain both an evaluation period GPA greater than or equal to 75% or pass and a completion rate equal to 67%. In order to achieve a completion rate equal to 67%, a student must successfully complete each course enrolled for the evaluation period. If a student withdraws or fails a course during an evaluation period dropping the completion rate below 67%, or does not maintain a GPA greater than or equal to 75% or Pass, the appeal is terminated and the student will be deemed not meeting SAP standards (**Unsatisfactory Status**).

Students cannot appeal Maximum Timeframe.

The process for appeal is as follows:

1. A student may appeal in writing using the Satisfactory Academic Progress Appeal Request form explaining why satisfactory academic progress requirements were not met and what has changed that will allow him/her to make Satisfactory Academic Progress. Documentation of extenuating circumstances is required and specified according to the student's situation on the Satisfactory Academic Progress Appeal Request form.
2. If a student disagrees with the determination by the School, the Student Complaint/ Grievance Procedures must be followed.

Probation

If an Unsatisfactory Status is appealed and approved, a status of Probation is assigned. This status requires students to maintain both an evaluation period GPA greater than or equal to 75% or Pass and an evaluation period completion rate equal to 67%. In order to achieve a completion rate equal to 67%, a student must successfully complete each course enrolled for the evaluation period. If a student withdraws or fails a course during the evaluation period, dropping the completion rate below 67%, or does not maintain a GPA greater than or equal to 75% or Pass, the appeal is terminated and the student will return to an Unsatisfactory Status.

Notification of Warning, Probation, or Unsatisfactory Status

SFCC will send correspondence to any student who is placed on Warning, Probation, or Unsatisfactory Status.

Regaining Satisfactory Status

Students who attend SFCC may regain Satisfactory Status by meeting the GPA and pace of progression standards of this policy.

Note: Financial aid students whose Unsatisfactory Status rendered them ineligible for Title IV funding may request reconsideration of eligibility for financial aid by submitting a written request to the Office of Financial Aid once all requirements are met. Students who exceed the maximum timeframe to complete a program of study **will no longer be eligible for financial aid. Students in this situation may complete their program without financial aid.**

FINANCIAL ASSISTANCE INFORMATION

FEDERAL FINANCIAL AID

Title IV Federal Financial Aid is available to those who qualify. Currently, SFCC participates in the Pell Grant Program only.

Whether your goal is to explore the many opportunities available in Cosmetology or to enroll in one of our clock hour certificate programs, the San Francisco College of Cosmetology is here for you.

The information provided in this section is intended to help you understand how to apply and obtain financial assistance.

The main goal of this section is to give you a practical, easy-to-read guide which includes explanations of how to complete the major financial assistance forms, explanations of the existing federal assistance programs, and a comprehensive view of the financial assistance process. Our main goal is to help you understand, apply for, and obtain all the financial assistance to which you are entitled to, in order to pursue your educational dreams.

While primary responsibility for your educational costs rests with you and your family, we recognize that many students will need financial help in order to attend school. Financial aid programs are monies provided by federal and state governments. These programs are regulated by laws to make sure that everyone who wants a college education has the financial ability to pay for college expenses.

If you need financial assistance, you must apply for aid every school year using the Free Application for Federal Student Aid (FAFSA). The San Francisco College of Cosmetology federal school code is: **042090**

If you have additional questions, please visit our Financial Aid Office.

WHO SHOULD APPLY FOR FINANCIAL ASSISTANCE?

Each student in need or interested in finding out whether or not they qualify for financial assistance, should apply. SFCC staff will do everything possible to help you in completing the financial assistance applications and forms. SFCC staff will provide students with information on **How, When, and Where** to apply for financial assistance, and eventually to disburse monetary awards to students who qualify and can benefit from furthering their education.

Once you decide that you want to attend the SFCC, you need to figure out how to pay for it. This may seem like a big task, but don't be intimidated. There are many resources available to help you.

The primary responsibility to pay for your educational expenses rests upon you and your family. Financial assistance helps you meet the costs you cannot meet.

There are many ways to pay for all the costs associated with attending college (see below for a list of costs). You can pay using your savings, help from family, earnings from working a full-time or part-time job, or financial aid grants from the government.

After exhausting all these options, there are also loan programs to carefully consider, but these should only be considered as a last resort.

Both the Federal government and the State of California have put aside considerable financial aid to help people pay for a college education. The most appealing type of support you might receive is a grant, such as the Federal Pell Grant. Grants are a great way to pay for college because the money you receive does not typically need to be paid back. To determine what you might be eligible to receive, you must fill out the FAFSA.

WHAT IS FINANCIAL NEED?

“Financial Need” is the difference between Cost of Education (educational expenses such as food, room and board, books, supplies, tools and other related expenses) and the amount of money the student and his/her family are expected to contribute toward his/her own education. The formula for the determination of what the student and/or parents’ are expected to contribute is stated in the congressional laws and regulations governing financial assistance. These laws and regulations are implemented by the United States Department of Education and by the California Student Aid Commissions. (See the Financial “Need” Formula below.)

THE FINANCIAL “NEED” FORMULA

Cost of Education – Standard budgets are recommended by the Student Aid Commission

Minus (-)

Expected Family Contribution – amount of money the student and his/her family are expected to contribute toward their education

Equals (=)

Need – the difference between the Cost of Education and Expected Family Contribution.

In Other Words:

Cost of Education (-) Expected Family Contribution (=) Need

HOW DO I GET FINANCIAL AID?

1) Fill out the FAFSA

To apply for financial aid, you must fill out the FAFSA. (You must apply for admission to San Francisco College of Cosmetology separately.)

- Apply online at <http://www.fafsa.ed.gov/>. You will need a PIN (Personal ID Number) so you can e-sign the FAFSA. A PIN can be obtained at www.pin.ed.gov. If you are a dependent student, your parents will need to get a PIN too.
- When applying online, first complete the Pre-Application Worksheet. Then complete the online application and follow the signature instructions. Be sure to list the San Francisco College of Cosmetology (FAFSA School Code: 042090) as your school of choice. If you need help, please visit the Financial Aid Office
- Obtain a hardcopy of the FAFSA from the SFCC Financial Aid Office.

2) Wait for notification

The Federal Processor reviews your application and sends you a Student Aid Report (SAR) summarizing the information you submitted. The school also receives an Institutional Student Information Record (ISIR) which is an electronic version of your FAFSA. SFCC will contact applicants via email upon receipt of their ISIR.

3) Wait for Award Letter

Once we receive all your paperwork, you will receive an Award Letter and a payment schedule indicating the amount and type of aid you are eligible to receive. This financial aid “package” awarded to you at SFCC cannot be transferred to another educational institution.

* The U.S. Department of Education randomly selects files for verification, which may delay the process.

ELIGIBILITY REQUIREMENTS FOR FEDERAL FINANCIAL AID

- Be enrolled in an eligible certificate program at SFCC.
- Have a high school diploma, GED (or equivalency).
- Be a U.S. citizen or eligible non-citizen. **
- Submit all required forms and documents requested by the Financial Aid Office.
- Meet and maintain Satisfactory Academic Progress standards established by the Financial Aid Office.
- Have financial need as demonstrated by a completed FAFSA and financial aid office review.
- Be registered with the Selective Service if you are a male from 18 through 25 years of age.
- Do not owe a refund or a repayment on a federal grant.
- Not be in default on a federal educational loan and not have borrowed in excess of the annual or under-graduate aggregate loan limits.
- Have a valid Social Security Number. If you are a dependent student, your parent is not required to have a valid Social Security Number. (Enter zeroes on the FAFSA for parents who do not have a valid Social Security number.)
- Not convicted of possession or selling illegal drugs while enrolled and receiving financial aid.

**Who is an Eligible Non-Citizen?

U.S. Permanent Residents with a Permanent Resident Card (I-551) or Conditional Permanent Residents (I-551C) or those with an Arrival-Departure Record (I-94) showing the designations of Refugee, Asylum Granted, Parole or Cuban-Haitian Entrant or those with an Immigration Court document approving Asylum or documentation of entering the U.S. under provisions of the Victims of Trafficking and Violence Protection Act.

4) Follow Instructions

Follow the specific instructions for filing dates and materials to be completed. Photocopy all your records and other financial assistance materials for future reference.

TIPS FOR COMPLETING THE FAFSA

- List San Francisco College of Cosmetology (**School Code: 042090**) when completing the FAFSA so the results of your application are sent to our offices electronically.
- Be patient with the process and respond quickly to any request for information. Delays in submitting documents will extend the time it takes to determine your eligibility.
- Collect the following documents in advance to help you complete the application process (see www.fafsa.ed.gov for a complete listing of documents you might need to complete the application).
- Do not leave FAFSA Question 31 (convicted of possessing or selling illegal drugs) blank. The Federal Government requires this question be answered.
- Don't pay for financial aid advice. All financial aid applications and assistance are "free" of charge. Anyone asking for money to help you with your application may be running a scam.
- Do not submit any documents to the Financial Aid Office unless requested, but keep copies of the following documents so you are ready if needed:
 1. Social Security Card (Use the name listed on the FAFSA)
 2. California ID or Driver's License
 3. Copy of your Federal Income Tax Return IF filed (parents or spouse, if applicable). If not filed, use best information available such as W-2s.
 4. Information on the Family's Untaxed Income
 5. Information on Veteran's Educational Benefits, if applicable

VERIFICATION

If the U.S. Department of Education selects your FAFSA application for verification, the information on your FAFSA must be verified with the documents you will need to submit to the Financial Aid Office. Your file will be reviewed by a Financial Aid staff member. If the information on the documents you provided us is inconsistent with the information you reported on your FAFSA, you may receive a follow up letter informing you of the steps you will need to take in order for the awarding process to continue. It may be necessary for us to make corrections and send them to the Federal Processor before the award can be determined. You will be notified by SFCC of any corrections made. A corrected SAR will follow from the Federal Processor.

2014-2015 STUDENT EXPENSE BUDGET

ALLOWANCE	COSMETOLOGY		ESTHETICS	
	STUDENT LIVING WITH PARENTS	STUDENTS LIVING AWAY FROM HOME	STUDENT LIVING WITH PARENTS	STUDENTS LIVING AWAY FROM HOME
TUITION	\$ 11,300		\$ 3,925	
BOOKS, SUPPLIES, AND REGISTRATION FEES¹	\$ 1,000 PER PROGRAM		\$ 775 PER PROGRAM	
FOOD² Per Month: Per Year:	\$ 502/MO \$ 4,518/YR	\$ 407/MO \$ 3,663/YR	\$ 502/MO \$ 4,518/YR	\$ 407/MO \$ 3,663/YR
HOUSING³ Per Month: Per Year:	N/A	\$ 845/MO \$7,605/YR	N/A	\$ 845/MO \$7,605/YR
TRANSPORTATION⁴ Per Month: Per Year:	\$ 131/MO \$ 1,179/YR	\$ 147/MO \$ 1,323/YR	\$ 131/MO \$ 1,179/YR	\$ 147/MO \$ 1,323/YR
PERSONAL / MISC⁵ Per Month: Per Year:	\$ 344/MO \$ 3,096/YR	\$ 316/MO \$ 2,844/YR	\$ 344/MO \$ 3,096/YR	\$ 316/MO \$ 2,844/YR
CHILD/DEPENDENT CARE⁶	(See footnote 6)	(See footnote 6)	(See footnote 6)	(See footnote 6)
TOTAL (Excluding allowances based on actual institutional charges) Per Month: Per Year:	\$ 1,508/MO \$ 18,093/YR	\$ 1,951/MO \$ 23,412/YR	\$ 1,229/MO \$ 14,718/YR	\$ 1,780/MO \$ 21,360/YR

APPLY FOR ADMISSION TO SAN FRANCISCO COLLEGE OF COSMETOLOGY

To receive financial aid at SFCC, you must be admitted as a student to an eligible certificate program. Eligible certificate programs include Cosmetology and Esthetician Certificate programs.

¹ The breakdown for this category is as follows: books (\$475), starter kit (\$450), and registration fee (\$75).

² Includes food, snacks, meals on campus, household supplies

³ Includes rent and utilities

⁴ Includes travel to and from parent's residence and transportation costs to and from classes and work (e.g., bus fare, gasoline, tolls, parking.)

⁵ Includes clothing, laundry and dry cleaning, personal care, gifts, recreation, medical etc.

⁶ The student budget will be increased based on actual amount as verified by SFCC.

Non-Resident Tuition for 2014-2015 (subject to change) for non-residents, add \$2500 to the cost of education listed above for two years, \$1275 for one year.

FEDERAL GRANTS

When the **FAFSA** process is complete, students will receive an Award Notification Letter detailing eligibility for federal and state financial aid programs.

Grants provide free money to eligible students. Most awards are based on the student's need as determined by the FAFSA results. Currently, SFCC participates **only** in the Federal Pell Grant program. Early application is recommended.

Federal Pell Grant: The Pell Grant program is the largest federal grant program in the country. It is the foundation for an award package. Pell Grants provide financial assistance to eligible part-time and full-time students, and are calculated based on a student's enrollment and Expected Family Contribution (EFC).

The Federal Pell grant is awarded to undergraduate students with the greatest financial need who meet federal eligibility requirements. For 2015-2016, award amounts for a full-time student range from \$582.00 to \$5,645.00 based on a formula and payment schedule issued by the U.S. Department of Education. Awards are prorated for enrollment less than full-time. In some cases, a student enrolled less than half-time may qualify for a Pell Grant.

Since the Pell Grant program is an entitlement program, funds are always available to qualifying students. If a student applies late, but qualifies for a Pell Grant, he/she will be paid retroactively for the work completed during that enrollment period.

APPLY FOR A FEDERAL PIN NUMBER

The Federal PIN serves as your electronic signature and allows you to access your federal financial aid information online. You can request a PIN at www.pin.ed.gov. If you had a PIN in the past but have forgotten or lost it, you can apply for a duplicate.

GATHER YOUR INFORMATION

You will need to have income records, bank statements and other information available when you complete your Free Application for Student Aid (FAFSA). Click here to view a [list of the documents and records](#) you will need to refer to as you complete your application. You may also find it helpful to complete the [FAFSA on the Web Worksheet](#) before entering your information into the FAFSA application. The worksheet will help you record all of the information you will need to provide.

COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

Be sure to complete your FAFSA via the official federal website at www.fafsa.ed.gov. Completing this form is free and if you are asked to pay a fee to submit a FAFSA, you are on the wrong site.

You are encouraged to utilize the IRS Data Retrieval process if you are eligible to do so. This will ensure that the correct information gets reported on your FAFSA, and it will reduce your chances of being selected for verification.

The FAFSA is available starting January 1 each year. For many financial aid programs, the FAFSA must be submitted each academic year. The Federal School Code for the San Francisco College of Cosmetology is 042090.

ADDITIONAL INFORMATION

Once SFCC receives the results of your FAFSA, it may be necessary for us to ask you for additional information and/or documentation. The Financial Aid Office mails all correspondence to the address reported on the FAFSA or the address on file at the College. It is important to respond promptly to any request for additional information.

SFCC typically begins reviewing applications and corresponding with financial aid applicants within 1-2 weeks of receiving the FAFSA results. Processing for new students will begin after the admission process is complete.

RENEWAL OF AID

Federal aid and scholarships are not automatically renewed. Students must reapply each academic year. The FAFSA is available beginning January 1st each year.

CONSTITUTION DAY OBSERVANCE

SFCC will observe Constitution Day on or near September 17th of each year (unless the 17th falls on a Sunday or holiday, in which case the event shall be held during the preceding or following week).

Activities that celebrate or educate students, staff and guests on the Constitution will be arranged. This observation will commemorate the signing of the Constitution on September 17, 1787.

RETURN OF TITLE IV FUNDS

Only the Title IV programs are to be included in this calculation.

The Federal Pell Grant Program is the only Program included in the calculation, which is the only Title IV Program in which San Francisco College of Cosmetology participates.

The amount of Title IV aid earned is based on the amount of time student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV funds, the order of return of unearned funds do not include funds from sources other than the Title IV programs.

Title IV funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV funds that were originally scheduled to be received. Therefore, the amount of Federal grant earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

Up **through the 60%** point in each payment period the required pro rata calculation is used to determine the amount of Title IV funds student has earned at the time of withdrawal. **After the 60% point** in the payment period, student has earned 100% of the Title IV funds.

The San Francisco College of Cosmetology measures progress in Clock Hour, and uses the payment period for the period of calculation.

PAYMENT PERIOD

For clock hour programs, the payment period is the period of time in which the student completes 50% of the clock hours and 50% of the weeks of instruction in the program.

Further, students may receive scheduled Pell Grant award(s) during the calendar year if they meet the established grade and attendance policies. The number and amount of each payment made within the calendar year will depend on the number of hours the student completes as they progress throughout the calendar year.

Cosmetology Program

Program Length	1600 clock hours, 46 weeks, 35 hours/week
Academic Year	
Maximum Time Frame	One and one-half times the length of the course (69 weeks)
Required Grade Average	Student must achieve a 75% grade average or better throughout the entire program.

Payment periods for disbursements of federal funds are scheduled to be paid after the completion of:

First Payment Period	1-450 hours
Second Payment Period	451-900 hours
Third Payment Period	901-1251 hours
Fourth Payment Period	1252-1600

Required Completion Rate: In addition to the grade average listed above, you must also be progressing toward successful completion of the program within the maximum time frame, 69 weeks, at the following rate:

After this number of weeks	13	26	36	46
Student must have completed at least this number of clock hours:	450	900	1200	1600

Esthetician Program

Program Length	
Academic Year	18 weeks
Maximum Time Frame	One and one-half times the length of the course (27weeks)
Required Grade Average	Student must achieve a 75% grade average or better throughout the entire program.

Payment periods for disbursements of Federal funds are scheduled to be paid after the completed of:

First Payment Period	
Second Payment Period	301-600 hours

Required Completion Rate: In addition to the grade average listed above, you must also be progressing toward successful completion of the program within the maximum time frame, 27 weeks, at the following rate:

After this number of weeks	9	18
Student must have completed at least this number of clock hours:	300	600

OVERTIME HOURS

Federal Financial Aid does not pay for overtime hours needed to complete a program.

GAINFUL EMPLOYMENT DISCLOSURE INFORMATION

The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation”. The information provided here is the best available to us but represents one year’s data only, however, we hope that this information is helpful to our current students and to prospective students as they make their career and educational choices.

If you have any questions regarding the data provided and what it means to you as a student, please feel free to contact the San Francisco College of Cosmetology administration Office. Please click on our website to view Gainful Employment templates www.sfcosmetology.com

LOANS

Students who obtain loan(s) to pay for an educational program are responsible to repay the full amount of the loan plus any interest incurred, less the amount of any refund.

SFCC does not currently participate in any federal student loan program.

DESCRIPTION OF COURSE

CURRICULUM FOR COSMETOLOGY

Standard Occupational Classification (SOC) **39-5012**

- OBJECTIVE:** To learn the necessary manipulative skills and related scientific study with an established degree of proficiency to qualify in the pursuit of a cosmetology license; and subsequently, to practice the profession of cosmetology.
- LOCATION:** 2075 Mission Street, San Francisco, CA 94110
- DURATION:** 1,600 hours: 11-16 months
- TEXTBOOKS:** Standard Textbook of Cosmetology by Milady's, Rules and Regulations, The Barbering and Cosmetology Act, Cosmetology Performance Criteria and selected texts approved by Bureau of Barbering and Cosmetology.

Classes are held daily (Monday through Friday) and are taught in modules. Each module is repeated at the end of each sequence.

(a) The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Cosmetology Course Technical Instruction and Practical Operations

Subject	Minimum Hours of Theory Instruction	Minimum Practical Operations
Hairstyling: The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65	240
Permanent Waving and Chemical Straightening: The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105

Subject	Minimum Hours of Theory Instruction	Minimum Practical Operations
Hair Coloring and Bleaching: The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
Hair Cutting: The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80

(2) 200 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

Subject	Minimum Hours of Theory Instruction	Minimum Practical Operations
Laws and Regulations: The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	--
Health and Safety Considerations: The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases (including HIV/AIDS, Hepatitis B, and staph), and Material Safety Data Sheets.	45	--
Disinfection and Sanitation: The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20	--

Subject	Minimum Hours of Theory Instruction	Minimum Practical Operations
Anatomy and Physiology: The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.	15	--

(3) 200 Hours of Technical Instruction and Practical Training in Esthetician

The required subjects of instruction in Esthetician shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Subject	Minimum Hours of Theory Instruction	Minimum Practical Operations
Manual, Electrical, and Chemical Facials: The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, 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. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost 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.	25	40
Eyebrow Beautification and Make-up: The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.	25	30

(4) 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring

The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject-matter as follows:

Subject	Minimum Hours of Theory Instruction	Minimum Practical Operations
Manicuring and Pedicuring: The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	10	25

Subject	Minimum Hours of Theory Instruction	Minimum Practical Operations
Artificial Nails and Wraps: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs	25	120
Additional training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers. Job search including how to write a resume and prepare for job interviews.	20	--

*Note: Upon completion of the minimum hours of theory instruction, students complete the remaining hours working on practical operations, which vary in time length, and working on State Board Exam training. SFCC ensures that Cosmetology students complete 1600 hours by requiring students to clock-in and clock-out on a daily basis.

The cosmetology instruction program consists of the following:

1. Students must attend classroom instructions in the science of Cosmetology. Such technical instruction shall be accomplished by demonstration, lecture, classroom participation, and examination. This includes introduction, demonstration, and application of material implements, and equipment which are applicable to the trade. Emphasis is given to the accepted basic procedures and their execution, as well as opportunities for exposure to current and stylized trends, fashions, techniques, and deviations from and/or variations of procedure.

Each student must pass (with at least 75% accuracy) a final test which includes the California State Board curriculum.

2. Training an opportunity for the practice of all manipulative skills required in cosmetology. For this purpose, practical operations are hands-on training for the student of a complete service on another person or on a mannequin. Correlation between theory and practical work will hasten the learning process and serve to mitigate the difficulties encountering the master of cosmetology skills. Sequential evaluation will determine progress and reveal deficiencies where additional help is needed.

3. A blending of interest, motivation, training and knowledge in the scientific study and practice of beauty culture, to qualify students in their pursuit of a cosmetology license. A total of 1,600 hours are required by the California State Board of Barbering and Cosmetology.

4. Implementing a course of study, accomplishing all of the foregoing objectives in the required allotted time, to prepare students to the best of their ability for positions in the field of Cosmetology.

5. In compliance with California State Board of Barbering and Cosmetology, students are not allowed to work on clients until they have received 200 hours of training.

Each unit of instruction is divided into six levels of instruction:

1. Theory classes, (lectures and demonstration)
2. Theory testing, (written and oral)
3. Practical operation demonstrations
4. Practical operation on mannequin or other person
5. Complete operations performed on another person
6. Performance reviews (progress evaluations)

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Evaluation Points for Cosmetology: 450/900/1350 hours

*Evaluations occur no later than the mid-point of the course/program.

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

In addition SFCC evaluations are based on actual hours completed. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the day the student completed the required hours for evaluation. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Cosmetology Course Licensing Requirements

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 Cosmetology State Board Exam with an overall average of 75%.

Career Opportunities in the Cosmetology Field

Hair Stylist	Nail Technician
Instructor	Salon Manager/Owner
School Manager/Owner	Product Representative
Esthetician	Platform Artist
Independent contractor	Research Cosmetologist
Make-Up Consultant	Sales Representative

DESCRIPTION OF COURSE

CURRICULUM FOR ESTHETICIAN COURSE

Standard Occupational Classification (SOC) **39-5094**

- OBJECTIVE:** To train in the necessary manipulative skills and learn the related scientific study with an established degree of proficiency to qualify in the pursuit of an esthetician license; subsequently, to practice the profession as an Esthetician.
- LOCATION:** 2075 Mission Street, San Francisco, CA 94110
- DURATION:** 600 hours, 4-6 months
- TEXTBOOKS:** Standard Textbook for Professional Estheticians by Milady, Rules and Regulations, The Barbering and Cosmetology Act, Cosmetology Performance Criteria and other selected texts approved/issued by Bureau of Barbering and Cosmetology.

Classes are held daily (Monday through Friday) and are taught in modules. Each module is repeated at the end of each sequence.

(a) The curriculum for students enrolled in a skin care course shall consist of six hundred (600) hours of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

(1) 350 Hours of Technical Instruction and Practical Training in Facials

The required subjects of instruction in Facials shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Esthetician Course Technical Instruction and Practical Operations

Subject	Minimum Hours of Theory Instruction	Minimum Practical Operations
Manual, Electrical and Chemical Facials: The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, 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. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost 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.	70	140

Subject	Minimum Hours of Theory Instruction	Minimum Practical Operations
Preparation: The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.	15	--

(2) 200 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction for each subject-matter as follows:

Subject	Minimum Hours of Theory Instruction	Minimum Practical Operations
Laws and Regulations: The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	--
Health and Safety Considerations: The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: 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, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	40	--
Disinfection and Sanitation: The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10	--
Anatomy and Physiology: The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15	--

(3) 50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up

The required subjects of instruction in Hair Removal shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Subject	Minimum Hours of Theory Instruction	Minimum Practical Operations
Eyebrow Beautification: The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25	50
Make-up: The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.	20	40
Additional training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers. Job search including writing a resume and preparing for job interviews.	20	--

*Note: Upon completion of the minimum hours of theory instruction, students complete the remaining hours working on practical operations, which vary in time length, and working on State Board Exam training. SFCC ensures that Esthetician students complete 600 hours by requiring students to clock-in and clock-out on a daily basis.

The Esthetician instruction program consists of the following:

1. Students must attend classroom instructions in the science of Cosmetology. Such technical instruction shall be accomplished by demonstration, lecture, classroom participation, and examination. This includes introduction, demonstration, and application of material implements, and equipment which are applicable to the trade. Emphasis is given to the accepted basic procedures and their execution, as well as opportunities for exposure to current and stylized trends, fashions, techniques, and deviations from and/or variations of procedure. Each student must pass (with at least 75% accuracy) a final test which includes the California State Board curriculum.
2. Training an opportunity for the practice of all manipulative skills required in the field of Esthetics. For this purpose, practical operations are hands-on training for the student of a complete service on another person or on a mannequin. Correlation between theory and practical work will hasten the learning process and serve to mitigate the difficulties encountering the master of cosmetology skills. Sequential evaluation will determine progress and reveal deficiencies where additional help is needed.
3. A blending of interest, motivation, training and knowledge in the scientific study and practice of beauty culture, to qualify students in their pursuit of an esthetician license. A total of 600 hours are required by the California State Board of Barbering and Cosmetology.
4. Implementing a course of study, accomplishing all of the foregoing objectives in the required allotted time, to prepare students to the best of their ability for positions in the field of Cosmetology.
5. In compliance with California State Board of Barbering and Cosmetology, students are not allowed to work on clients until they have received 80 hours of training.

Each unit of instruction is divided into six levels of instruction:

1. Theory classes, (lectures and demonstration)
2. Theory testing, (written and oral)
3. Practical operation demonstrations
4. Practical operations on mannequin or other person
5. Complete operations performed on another person
6. Performance reviews (progress evaluations)

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Evaluation Points for Esthetician: 300/560 hours

*Evaluations occur no later than the mid-point of the course/program.

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

In addition SFCC evaluations are based on actual hours completed. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the day the student completed the required hours for evaluation. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Esthetician Course Licensing Requirements

An Esthetician license will be granted by the State of California only after the student has successfully completed and graduated from the Esthetician course as described above and passed the Esthetician State Board exam with an overall average of 75%.

Career Opportunities in the Esthetician Field

Esthetician	Working with a Dermatologist
Makeup Artist	Manufacturer's Rep
Sales Representative	Cosmetic Buyer
Aesthetic Writer or Editor	Instructor

DESCRIPTION OF COURSE

CURRICULUM FOR MANICURIST

Standard Occupational Classification (SOC) **39-5092**

- OBJECTIVE:** To learn the necessary manipulative skills and related scientific study with an established degree of proficiency to qualify in the pursuit of a Manicurist license; and subsequently, to practice the profession of manicuring service.
- LOCATION:** 2075 Mission Street, San Francisco, CA 94110
- DURATION:** 400 hours: 3 - 4 months
- TEXTBOOKS:** The Art & Science of Nail Technology, by Milady's, Rules & Regulations Barbering & Cosmetology Act, Cosmetology Performance Criteria and other selected texts as approved by the State of California Board of Barbering and Cosmetology.

Classes are held daily (Monday through Friday) and are taught in modules. Each module is repeated at the end of each sequence.

(a) The curriculum for students enrolled in a nail care 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.

(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 a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

(1) 300 Hours of Technical Instruction and Practical Training in Nail Care

The required subjects of instruction in Nail Care shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

Subject	Minimum Hours of Theory Instruction	Minimum Practical Operations
Manicures and Pedicures: The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	60	60 and 180 nails

(2) 100 Hours of Technical Instruction and Practical Training in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction and practical operations for each subject-matter as follows:

Subject	Minimum Hours of Theory Instruction	Minimum Practical Operations
Laws and Regulations: The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	--
Health and Safety Considerations: The subject of health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including 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.	25	--
Disinfection and Sanitation: The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20	10
Bacteriology, anatomy, and physiology: The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	10	--
Additional training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers. Job search including writing a resume and preparing for job interviews.	20	--

*Note: Upon completion of the minimum hours of theory instruction, students complete the remaining hours working on practical operations, which vary in time length, and working on State Board Exam training. SFCC ensures that Manicurist students complete 400 hours by requiring students to clock-in and clock-out on a daily basis.

The Manicurist instruction program consists of the following:

1. Students must attend classroom instructions in the science of Cosmetology. Such technical instruction shall be accomplished by demonstration, lecture, classroom participation, and examination. This includes introduction, demonstration, and application of material implements, and equipment which are applicable to the trade. Emphasis is given to the accepted basic procedures and their execution, as well as opportunities for exposure to current and stylized trends, fashions, techniques, and deviations from and/or variations of procedure.

Each student must pass (with at least 75% accuracy) a final test which includes the California State Board curriculum.

2. Training an opportunity for the practice of all manipulative skills required in manicuring. For this purpose, practical operations are hands-on training. The students have to complete service on another person or on a mannequin. Correlation between theory and practical work will hasten the learning process and serve to mitigate the difficulties encountering the master of Manicurist's skills. Sequential evaluation will determine progress and reveal deficiencies where additional help is needed.

3. A blending of interest, motivation, training and knowledge in the scientific study and practice of beauty culture, to qualify students in their pursuit of a Manicurist license. A total of 400 hours are required by the California State Board of Barbering and Cosmetology.

4. Implementing a course of study, accomplishing all of the foregoing objectives in the required allotted time, to prepare students to the best of their ability for positions in the field of manicuring.

5. In compliance with California State Board of Barbering and Cosmetology, students are not allowed to work on clients until they have received 50 hours of training.

Each unit of instruction is divided into six levels of instruction:

1. Theory classes, (lectures and demonstration)
2. Theory testing, (written and oral)
3. Practical operation demonstrations
4. Practical operation on mannequin or other person
5. Complete operations performed on another person
6. Performance reviews (progress evaluations)

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Evaluation Points for Manicurist: 200/360 hours

*Evaluations occur no later than the mid-point of the course/program.

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

In addition SFCC evaluations are based on actual hours completed. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the day the student completed the required hours for evaluation. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Manicurist Course Licensing Requirements

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

Career Opportunities in the Manicurist/ Nail Technician Field

Nail Technician in a Salon/Spa	Salon Manager/Owner
Sales Representative	Product Representative
Instructor	Nail Artist
Air Brush Specialist	Advanced Nail Tech