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

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January 1, 2017 – December 31, 2017
Catalog

Victoria Beauty College Inc.

The catalog is updated annually.

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SCHOOL CATALOG

Beginning date January 1, 2017
Ending date December 31, 2017
This institution updates its catalog at the beginning of each calendar year and when there is a change with the institution or from the regulatory agencies.
School catalog will be provided in person or by email when requested by a prospective student and the general public.

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Victoria Beauty College Inc.

A MESSAGE FROM DIRECTOR

Welcome to VICTORIA BEAUTY COLLEGE INC and thank you for selecting us to assist you to obtaining your desired Cosmetology training. You are now entering into the field experience that will hopefully provide you with the opportunity for successful in the beauty industry**.**

Victoria Beauty College, Inc. is a private institution and that is approved to operate by the Bureau For Private Postsecondary Education. The institution does not participate in Federal Title IV funding and does not participate any Accrediting Agencies.

At VICTORIA BEAUTY COLLEGE INC we offer you the training to pass the State Board of Cosmetology Examination. Our training includes class theory and clinic practical hands-on in Cosmetology, Barbering, Manicure and Esthetician. We will instruct you how to be successful at your new career including Operation Manager, business concept and customer services. We also to assure you success at the State Board Exam. We place emphasis on how to be successful in the market place, and how to be successful at every operation necessary to create the life style you desire. This means hard work, dedication, and practice on your part.
It is pleasure to have you join us at Victoria Beauty College Inc. My goal to help you discover your ability to transform your life and other's lives by your training. With this catalog we extend to you an open invitation to visit our school, inspect our facility and talk over your career with our faculty.

Sincerely,

Hien Tran
School Director

Victoria Beauty College Inc.

VICTORIA BEAUTY COLLEGE, INC.
MISSION STATEMENT & EDUCATION OBJECTIVES

MISSION STATEMENT: Victoria Beauty College strongly believes in preparing their students to pass the License Exam which is the initial achievement required to become a successful professional of the cosmetology Arts and Sciences. Additionally, the school places and emphasis on providing their students with on-hand experience through extensive practice on live customers to prepare them for real world work environment.

EDUCATION OBJECTIVES: Our objectives are to provide each enrolled student with high quality programs through an environment conductive to attaining all the basic skills in order to pass the state licensing exam and become employable in the specialty areas of: Cosmetology, Barber, Manicuring, Cosmetician, Cosmetology Crossover and Barber Crossover.

Students will be introduced and provided structured instruction in a modern learning environment. Students will acquire hands-on experience and acquire the knowledge and techniques needed to successfully complete their program of study. Our school stimulates salon condition to help our students "learn-by-doing". With equipment and a variety of supplies that help enhance the student's product knowledge. Our objective is to help the student become "salon ready" for an entry-level position of employment in a salon.

APPROVAL DISCLOSURE STATEMENT

VICTORIA BEAUTY COLLEGE INC, 1350 South Park Victoria, Suite 36, Milpitas, CA 95035 is a private institution approved to operate by the California Private Postsecondary. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended)and Division 7.5 of Title 5 of the California Code of Regulation. Approved are the course:

Cosmetology	**1600 Hours**
Barber	**1500 Hours**
Nail Care	**400 Hours**
Skin Care	**600 Hours**
Instructor Cosmetology	**600 Hours**
Cosmetology Crossover	**200 Hours**
Barber Crossover	**200 Hours**

Instruction is in residence with facility occupants' level accommodating about 120 students at any one time. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

As a prospective student, you are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with the school personnel. You are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment.

The following State Boards, bureaus, departments or agencies set minimum standards for your program of studies. In accordance with educational Code Section 94316.1

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

Victoria Beauty College Inc.

BANKRUPTCY :Victoria Beauty College has never filed a pending petition in bankruptcy, operated as a debtor in possession, or had filed a petition of bankruptcy within the preceding five years , or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the U.S. Bankruptcy Code. (11 U.S.C. Sec.1101 et seq.).

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to Hien Tran - Director.

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

Bureau for Private Postsecondary Education
Address: 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833.
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site address www.bppe.ca.gov,
toll-free telephone number (888) 370-7589 or by fax(916)263-1897.
(916)431-6959 or by fax (916)263-1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free telephone : (888) 370-7589) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site. **www.bppe.ca.gov or sent to:**
Bureau for Private Postsecondary Education
Physical address 2535 Capitol Oaks DR, Suite -400, Sacramento, CA 95833.
Phone: (916) 431-6959 - FAX: (916) 263-1897 www.bppe.ca.gov

GENERAL SCHOOL INFORMATION

FACILITIES

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

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ADMISSION REQUIREMENT

Class instruction is given in English

Victoria Beauty College does not provide English as a second language instruction.

The language proficiency in English should be equivalent to 10th grade level and up. The level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), that will be accepted.

The school does not provide instruction for English as a Second Language, and neither does not provide services for obtaining visa. All instructions are provided in English. Other language will translate by Instructors or Office Staff.(Spanish and Vietnamese). The Victoria Beauty College reserves the right to refuse admission to any applicant who does not meet the school's established criteria for admission.

We do not offer ability-to-benefit examination.

Admissions Criteria:

1. Applicants must have completed the 10th grade or received a High School Diploma, it's equivalent or higher.
2. Students who could not prove a completion of 10th grade, High School Diploma, it's equivalent or higher must have a signed certification/affidavid sheet or have to take and pass an admissions test as mandated by the Bureau for Private Postsecondary Education.
3. High school graduates or GED holders unable to provide an actual copy of their High School Diploma Or its equivalent, are required to have a signed certification/affidavid sheet or take and pass the school's admission test.
4.The Wonderlic Scholastic Exam Form IV is used for admissions testing. A passing score for the Manicurist Section is 13. A passing score for the Cosmetology, Skin Care, Barber, and Instructor Training is 15. Students who fail the admission test may retake the test after one or two weeks.
5 .Regular students are required to be above the age of compulsory education, which is 16 years old. Applicants enrolling in the Cosmetology Instructor course must provide a copy of a High School Diploma or the equivalent, such as the GED.

6. Completed Enrollment Application.

7. Copy of the student's driver license or photo ID or passport

8. A signed complete Enrollment Agreement and payment of all required fees.

9. Victoria Beauty College does not admit students from other country or visa students.

10. Class instructions will be provided at: 1350 S. Park Victoria Dr. Suite 36, Milpitas, CA 95035
Victoria Beauty College does not offer distance education.

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

Cosmetology	**$2.50**	**Barber**	**$3.00**	**Skin Care**	**$3.50**	**Nail Care**	**$2.50**

Student(s) transferring into this school from another school in the State of California must present his/her record of withdrawal from the prior school (approved school) if the student wishes to be afforded credit for prior hours/operations of training earned. Credit for prior training earned outside of California is accepted with appropriate documented proof of prior training from the California State Board of Cosmetology and Barbering. A student who temporarily withdraws who is deemed to be in good standing may re-enter their program without loss of prior credit. Students must provide record of withdrawal or transcript from prior approval school in order to receive credit for prior training.
Victoria Beauty College does not accept any earned credit from other schools through challenge examination or/and achievement tests.

It is the policy that this school does not recruit students already attending or admitted to another school offering a similar program of study.

Victoria Beauty College has not entered into an articulation or transfer agreement with any other college or university.
CREDIT EVALUATION: Appropriate credit will be granted for prior training or experience must be reviewed and approved by Board of Barbering and Cosmetology. Prospective student must obtain the letter from the California Board of Barbering and Cosmetology for the earned credit that be evaluated prior to enroll. Victoria Beauty College will accept the credit that be approved by Board of Barbering and Cosmetology. Victoria Beauty College has not awarded any credit for prior experiential learning. Credit evaluated student must pay the registration fee, Kit (material)fee, and the current hourly rate for tuition.

REQUIREMENT FOR ABILITY-TO-BENEFIT STUDENTS
Victoria Beauty College does not participate the Title IV Financial Aid Program. Therefore, there is No requirement for ability-to-benefit students.

ACCREDITTING AGENCY
Victoria Beauty College Inc. does not offer any degree programs.Therefore, the Institution are not Accredited or participate any Accrediting Agency recognized by the United State Department of Education.

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

"The transferability of credits you earn at VICTORIA BEAUTY COLLEGE is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Cosmetology, Barber, Esthetician, Manicure and Instructor Training Program is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 VICTORIA BEAUTY COLLEGE to determine if your credits will transfer."

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ATTENDANCE POLICY

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

ATTENDANCE STATUS:
Full-time: Any student scheduled to attend 24 hours or more per week.
part- time: enrollment is defined as schedule to attend more than 12 but less than 24 hours per week.
In order to complete your course in the 1.5 times enrollment scheduled, you must maintain at a minimum an average of 70% of your scheduled enrollment per week/month.

For example: A student scheduled to complete 30 hours per week, would have to maintain an average weekly attendance of at least 21 hours per week (30 hrs x 70%)

Time cards must be completed with both the student and instructor's signatures. All time cards must be turned in at the end of each day.

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

DROP OUT&CANCELLATION POLICY:
You may cancel your enrollment contract, and receive a full refund (subtract $100 registration fees), through the seventh business day after enrollment date or the first class session, whichever is later. If you cancel, any payment you have made will be returned to you within 30 days following the school receipt of your cancellation notice. The cancellation date be determined by the postmark on written notification, or the date said information is delivered to the school administrator or owner in person. This policy applies regardless of whether or not the student has actually school.

Academic transcripts will be available to dropout students within 48 hours of the student’s official notification to the school of his/her withdrawal from school. For additional information see the refund policy in catalog and/or ask the school administrator for additional information. This school charges $75.00 for a copy of the student's transcript.

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STUDENT'S RIGHT TO CANCELLATION

The student may cancel his or her enrollment contract and receive a full refund, through the seventh business day after enrollment date or a day at first session of class. If the student decides to cancel, any payment made will be returned within 30 days following the school's receipt of the cancellation notice

CANCELLATION IN WRITING REQUIRED

All cancellations must be submitted in writing. Cancellation by phone or by non-attendance is not considered an accepted means of cancellation. To cancel enrollment, mail or delivery of a signed and dated copy of the Cancellation Notice, or other written notice, should be sent and addressed to:
VICTORIA BEAUTY COLLEGE 1350 S. PARK VICTORIA DR. SUITE 36, MILPITAS, CA 95035

STUDENT'S RIGHT TO CANCEL

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

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"The first class you go to" or
"With the seventh business day after the enrollment date"
Whichever is later

1. Read the Notice of Cancellation form for an explanation of your cancellation and responsibilities. If you have lost your Notice of Cancellation form ask the school for sample copy.

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

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

4. If you have any complaints, question, or problem which you can not workout with the school, write or call:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Telephone: 888-370-7589 or 916-431-6959
Fax#: 916-263-1897 or 916-263-1897

Cancellation of enrollment after more than SEVEN days after the start of class shall be entitled to a refund. The student has a right to withdraw from school at any time and receive a refund for the portion of the course

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not completed. The refund amount will be “pro- rated” according to the uncompleted portion of the course, less the cost to the registration fee which will not exceed $100.00 and the cost of kit equipment. The refund will be made within 30 days after the date the school receives the student’s written Notice of Cancellation. In the event that the school is permanently closed and no longer able to offer instruction after a student enrolls, the student will be entitled to a pro-rata refund of tuition as outlined in this refund policy, and the enrollment agreement. If a course has been cancelled subsequent to a student’s enrollment, the school shall provide a full refund of all funds paid. If an applicant is not accepted for enrollment by the school, all funds paid will be refunded immediately.

REFUND POLICY

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class. To cancel the contract for school, mail or deliver a signed and dated copy of the Cancellation Notice, or other written notice, or send a telegram to: **VICTORIA BEAUTY COLLEGE INC, 1350 SOUTH PARK VICTORIA, STE. 36, MILPITAS, CA 95035.** The cancellation date is determined by postmark date or by date notification is delivered in person. This policy applies regardless of whether or not the student actually started the training.

REFUND POLICY: After the cancellation period, the institution provides a pro rata refund of **ALL** Fund paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred **(including absences**), there will be no refund to the student.
An application Fee of $100.00 is **a non-refundable item**. Equipment, kit, books, supplies **issued and received by the student** will be non-refundable once received by the student, it will belong to the student and will represent a liability to the student. STRF will be non-refundable either.
If you cancel the agreement, the school will refund any money that you paid, less Application Fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 30 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance.

In the event the school is permanently closed and no longer offers instruction after a student enrolls, the student will be entitled to a pro-rata refund of tuition as outlined in this refund policy and the enrollment agreement. If a course is canceled subsequent to a student's enrollment, the school shall at its option; provide a full refund of all moneys paid; or provide completion of the course. If an applicant is not accepted for enrollment by the school, all moneys paid will be refunded to you immediately.

If a student obtain a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that. If the student receives federal student Financial aid funds, the student is entitle to a refund of the money not paid from federal financial aid funds.

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

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HYPOTHETICAL REFUND EXAMPLE: Assume that a student enrolled in, and paid:

1/ Tuition: $3,000.00 for 600 clock hour program,
2/ The registration fees $100.00 (Non-refundable)
3/ Equipment fees $400.00 (Non-refundable)
4/ Student Tuition Recovery Fund fee (STRF): $2.00 (Non-refundable)

If the student withdrew at the point he or she were scheduled to have completed 80 clock hours the refund calculation would be:

1/Hourly charge: $3,000.00/600hour = $5.00/hours

2/Tuition cost : $5.00 x 80 hours =$400.00

3/ Registration fees, equipment and STRF are non-refundable
Total non-refundable charges: $502.00

4/The amount will be refund to the student is: $2,498.00 -$400.00 = $2,098.00

Kit (Supplies) Refund Policy
Once purchased, the equipment and materials specified on the Equipment Schedule become the property of the student. The Kit, material is non-refundable.

FORMAL TERMINATION
Formal termination of a student's enrollment will occur when one of the following takes place:
1/ A student provides the school a notification in writing of his/her intention to withdraw
2/ A student fails to return at the expiration of an authorized leave of absence. In this event the refund calculation will be made for the period of enrollment from the date instruction began to include the last day of the student's physical attendance, prior to the authorized leave of absence.
3/ A student has been absent for three consecutive weeks.(15 class days).
4/ The school dismisses a student for a violation covered in the rules and regulations of the school. Students may be dismissed by the institution for failure to make tuition payments as scheduled in the enrollment agreement.

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

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

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CLASS SCHEDULE & HOLIDAYS

Classes start on Monday every week.

Monday	Morning/Afternoon Classes	9:00 or 9:30 AM	To	4:00 PM
Tuesday through Friday	Morning Classes	9:00 or 9:30 AM	To	5:00 PM
Tuesday through Friday	Afternoon Classes	12:30 or 1:00 PM	To	7:00 PM
Tuesday through Friday	Evening Classes	4:30 or 5:00 PM	To	7:00 PM
Saturday	Afternoon/Evening Classes	9:00AM	To	4:30 PM

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

FACULTY

Hien Tran
Director/Instructor
Qualifications: Licensed Cosmetologist, Esthetician and Barber. State of California Cosmetology .
B.S. Degree in Business. 7 years experience in Teaching Cosmetology field.

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

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

Sophia Tran / Instructor
Qualifications:
Licensed Cosmetologist. Certified to Instruct by Bureau for Private Postsecondary and Vocational Education. Commission on teacher Credentialing. 15 years experience in Cosmetology

Leticia Granados/Instructor
Qualifications:
Licensed Cosmetologist.Hair stylist 5 years in model salon.

Tuan Van Dinh
Qualifications:
Licensed Cosmetologist.Hair stylist /Instructor 23 years in model salon.

STUDENT SERVICES
Academic counseling.
The counselor explains and helps students complete the following:
1) Explain the educational programs, help students chose the courses that base on the students desired program.
2) Explain tuitions fee and fees, tools, and textbooks purchase.
3) Explain and help students fill out all the paper works such as contract, notice of student rights, notice of cancel and return polices…
4) Explain school's rules and regulations.

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5) Explain school's calendar and help student chose the schedule time.
6) Review students' academic progress individually, and students can request meeting with counselor any time.

HOUSING: Victoria Beauty College does not provide housing, and the institution has no responsibility to find or assist a student in finding housing . The institution does not have dormitory facilities under its control.

Approximate cost of housing in the area ranges from $400 for one room in a house to $1000 for studio apartment.

VISA STUDENT SERVICE: Victoria Beauty College does not provide services for obtaining Visa/ Foreign students.

Textbook Purchases:

In teaching, school uses text and reference books approved by the board, the bulletin performance developed by the board, and the Barbering and Cosmetology Act and the Rules and Regulations of the Board of Barbering and Cosmetology are also used.

Each student must possess the following:

At least one (1) of the textbooks and reference books approved by the board.

There shall be available for the use of students in the school

A list of the text and reference books approved by the board. Any two approved text other than the one text possessed by the student

PLACEMENT

1/School contacts with salon employers and companies that hire Cosmetologist, Barber, Hair stylists, Manicurist and Esthetician..

2/Post job opening in the school's post board.

3/Allow for Salon owners, companies to come and show jobs opportunity in their companies.

All students are provided with job placement assistance, which includes to help on filling out employment application, job seeking and interview advice, also to help in access to a local beauty salon job openings.

Survey forms will be sent to graduate students or phone call to inquire about graduated students'current job status.

Surveys are used solely to assist the school in helping its graduates in their job search.

However, the school gives no guarantee of employment nor does the school use placement data as an incentive to entice prospective students to enroll.

SCHOLARSHIP: Victoria Beauty College offers an institutional scholarship incentive to academic achievement under difficult circumstances.

STUDENT CONDUCT/COUNSELING

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

LEARNING RESOURCES

Victoria Beauty College provide to the student s to access/borrow the education videos such as Hair Cutting, Hair coloring, Facial, Nail care, make-up and skin care DVD .

Library services

Victoria Library will be opened eight hours a day and 5 days a week. Students can come to learn, research, and borrow books any time during the office is opened. The library has stations and chairs for self- study, and practical for State Board exam.

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The library has enough instructional needs. There will be, DVD, and books that relate to hair cut, hair design, hair styling, chemical applications, both manual and electric facial, waxing, make up, up do, manicure, pedicure, artificial nail, to learn more about chemicals, hair cut, hair styling, and others that relate to their occupation.

TEXTBOOK EQUIPMENT & MATERIAL, SUPPLIES:

Student kits will be issue at the beginning of the freshman class. The kit contains the equipment necessary for the course. Students are expected to maintain the kit. The school is not responsible for a student's equipment; either lost or stolen.

1. Cosmetology:	Milady's Cosmetology Standards-English
2. Manicuring:	Nail 900-English & Vietnamese
3. Cosmetician:	Facial 900- Milady's Esthetician
4. Barber:	Milady's Standard Professional Barbering – English
5. Cosmetology Crossover	Milady's Cosmetology Standards – English
6. Barber Crossover	Milady's Standard Professional Barbering - English

ACCESS FOR HANDICAPPED STUDENTS

This school is not equipped to assist handicapped students.

CHEMCAL DENPENCY REHABILITATION.

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

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

DISCLOSURIE AND RETENTION OF EDUCATION RECORDS

Adult students, parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in their education records or those of their minor or tax dependent children. Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the institution. Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. Students are not entitled to inspect the financial records of their parents. A school official must be in the office at all time during the examination of the student files. Students' records are retained by this institution for a period of not less than five years from the date the student graduates, withdraws or otherwise ceases to be enrolled. Student's transcripts will be permanently maintained by the institution at the address:
1350 S. park Victoria Dr. Suite 36, Milpitas, CA 95035.

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GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations with a GPA of "C" (70%) or better, met the Satisfactory attendance records, and paid all tuition and other fees and charges, he/she is awarded with a diploma certify his/her graduation. Students are assisted in completing the necessary documents to file for the appropriated Barber and Cosmetology examination.

LICENSING REQUIREMENT-STATE OF CALIFORNIA COSMETOLOGY LAW

California Cosmetology Law establishes the following requirement that applicant must have when file Application for examination:

- Be at least 17 years of age
- Has completed the 10th grade in a public school or its equivalent
- Has completed the following hours in a Board Approved School in:
  - Cosmetology-1600 hours
  - Barbering-1500 hours
  - Esthetician-600 hours
  - Manicure-400 hours

Must be a resident of California with the Social Security Number or Tax Identification.

STATEMENT OF NON-DISCRIMINATION

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

ADMINISTRATIVE/ADMISSIONS/FINANCIAL AID /STUDENT SERVICES OFFICE HOURS

Administrative/Admissions Information are available from the school Tuesday through Saturday 10:00 am - 4:30 PM. An appointment with the appropriate Office is necessary. Victoria Beauty College does not participate with Title IV , school does not provide financial aid services. The school does not have to provide consumer information which the school is required to disclosure to the student under federal financial aid program or any form of financial aid.

CLASS HOURS & PRACTICE HOURS (APPLIED EFFORT) PROCEDURE

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

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

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

Students are required to punch in on their time card upon arrival at school each day, punch out at lunch time or whenever they leave the building, punch back in upon returning from lunch and punch out when

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

GRIEVANCE AND COMPLAINT PROCEDURE

In the event a student, staff member, or any interested party has a complaint which can not be resolved to his/her satisfaction with the students immediate instructor; or director of the school, the student, staff member, or interested party is to make his/her complaint known in written form. A school representative will meet with the complainant within 10 days of receipt of the written complaint**.** If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee. The committee will meet within 21 calendar days of the receipt of the complaint and review the allegations. If more information is needed a letter will be sent to the complainant outlining the additional information.
If no further information is required, the committee will act on the complaint and a letter sent to the complainant within 15 calendar days, stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.
If the complainant is not satisfied with the final disposition of the complaint he/she may contact the state council listed below.
The Complaint Committee at this school consists of Hien Tran.
Documentation will be made and retained of the meetings with the complainant and all written complaints and final outcomes. These records will be maintained 5 years.

Bureau for Private Postsecondary Education
Address 2535 Capitol Oaks Drive, Suite 400. Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov
Phone:(916)431-6959 or by Fax(916) 263-1897
(888)370-7589 or by Fax(916)263-1897

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ACADEMIC STANDARDS FOR STUDENT ACHIEVEMENT

All students must maintain satisfactory attendance and academic progress.
The student will be evaluated on three criteria:

1. **Attendance: The student must average 70 % of scheduled hours.**
2. **Theory exam, test grades, and projects.**
3. **Progress in performing required practical skills in a proficient manner**

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GRADING STANDARD

Students are evaluated by taking test on a lecture and practical operations weekly and a final test before graduation. The evaluations are grading by letter or percentage. Students who achieved (70%) "C" average or better is deemed satisfactory academic status. The school uses the below detailed grading system

Practical Experiences	**THEORY**
100%-90% =A	100%-90% A Excellent
89%-80% =B	89%-80% B Above Average
79%-70% =C	79%- 70% C Satisfactory
69%or below =D	69% or below D Unsatisfactory

EVALUATION PERIODS

All students must meet the minimum academic and attendance requirements.

Attendance: The student must average 70 % of scheduled hours.

Academic progress: Student must take weekly testing on lecture, practical operation, and final written and practical. The evaluations are grading by letter or percentage. Students who achieved (70%) "C" average or better is deemed satisfactory progress.

PROBATION, DISMISSION AND APPEAL

Students who fail to meet the satisfactory academic progress standards at any evaluation period will be placed on academic, and/or attendance probation. During the probation period, school will help student such as review theory and practical return to satisfactory academic progress standards. At the end of the probation period students still fail to meet satisfactory academic or attendance progress standards may be suspended or dismiss from the school on case by case. Student will be removed from probation,
if he or she meet the satisfactory academic progress standards at the end of their probation period.

APPEALS PROCEDURES

Students who wish to contest a probation decision may submit the appeal letter to school' administrator. The letter should be received within 5 days of termination and must describe any circumstances related to the student's academic standing which the student believes deserves special consideration. The administrator will evaluate the appeal within a reasonable time period in10 days and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear

before a school committee to present his or her case. The committee will provide written notice to the student of its decision within a reasonable time period in 10 days. The committee's decision is final.

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

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TUITION AND FEE SCHEDULE

COURSE	TUITION	SUPPLIES	REG FEE (NON- REFUNDABLE)	STRF	TOTAL FOR PERIOD OF ATTENDANCE	TOTAL FOR ENTIRE EDUCATION PROGRAM
COSMETOLOGY	$ 2500	$400	$100	0	$3000	$3000.
BARBER COURSE	$ 3000	$400	$100	0	$3500.	$3500.
MANICURE	$ 400	$200	$100	0	$700.	$700..
ESTHITICIAN	$2000	$400	$100	0	$2500.	$2500.
TEACHER TRAINING	$ 0	$400	$100	0	$500.	$500.
COSM. CROSSOVER	$1500.	$400	$100	0	$2000.	$2000.
BARBER CROSSOVER	$1500	$400	$100	0	$2000	$2000.

*STRF will be changed according to the Bureau for Private Postsecondary Education.
Currently, Victoria Beauty College does not participate in federal and/or state financial aid Program.
Currently, Victoria Beauty College does not award of credit for prior experiential learning.

EXTRA INSTRUCTION CHARGES

Students are expected to complete their training within the maximum time specified under the enrollment rules. If a student exceeds the standard time period for which he or she has contracted for, extra instructional fees will be charged for the balance of hours required to complete training for the rest of the course. Extra instructional charges will be included in an addendum to the enrollment agreement to reflect these additional charges. Extra instructional fees will be assessed at an hourly rate of instruction. Buyer/Student understands. Buyer/Student must pay the full amount of tuition if Buyer/ Student completes the program earlier than the date described on the enrollment agreement. Buyer/Student is not received any refund by reason of earlier completion. Buyer/Students rights under this agreement may not be assigned to any other person, and the Buyer/Student must complete the program within the time described on the enrollment agreement. If Buyer/ Student complete the program latter than the date that is described in the enrollment agreement. The school/ seller may charge hourly rate for the program.

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

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STUDENT TUITION RECOVERY FUND DISCLOSURES.

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.
You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 beforethe 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 Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."
However, no claim can be paid to any student without a social security number or taxpayer identification number.
THE STUDENT TUITION RECOVERY FUND (STRF) ASSESSSMENT RATE HAS CHANGED FROM FIFTY CENTS($.50) PER ONE THOUSAND DOLLARS ($1000) OF INSTITUTIONAL CHARGES TO ZERO ($0).
EFFECTIVE JANUARY 1, 2015, ALL INSTITUTIONS WILL BE REQUIRED TO IMMEDIATELY REFRAIN FROM COLLECTING STRF ASSESSMENT.

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COURSES OF STUDY

COSMETOLOGY COURSE OF STUDY (1,600 CLOCK HOURS)
The course of study for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) clock hours consisting of technical instruction and practical operations covering all practices constituting the art of cosmetology.

COSMETOLOGY COURSE: TEXTBOOK # MILADY'S STANDAR TEXTBOOK OF COSMETOLOGY
EDUCATIONAL PERFORMANCE & OCCUPATIONAL GOAL (D. 0. T. # 332.271-010) (CIP # 12.0403)
The cosmetology course of study is mandated by the State Board of Barbering and Cosmetology. It is designed to prepare students for the State Board licensing examination.. This examination determines the individuals basic skills for entry level positions in the Beauty Industry. The training provided will prepare the graduate with the knowledge and skills needed to pass the State Board examination and if desired, pursue a vocation at entry level, for employment as a hairdresser, salon manager, manicurist, pedicurist, skin care technician, haircolorist, salon owner, cosmetic sales representative, beauty supply representative, product demonstrator, and basic skills required to apply for Instructor Training to become a licensed Instructor.
Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

COSMETOLOGIST COURSE GRADUATION REQUIREMENTS
The student must completed the State Board required theory hours and minimum required practical operations as stated in the curriculum, for Cosmetology, with a Grade Point Average (GPA) of (70%) "C" or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination.

LICENSING REQUIREMENT-STATE OF CALIFORNIA COSMETOLOGY LAW
California Cosmetology Law establishes the following requirement that applicant must have when file Application for examination:

- Be at least 17 years of age
- Has completed the 10th grade in a public school or its equivalent
- Has completed the following hours in a Board Approved School in:
  - Cosmetology-1600 hours
  - Barbering-1500 hours
  - Esthetician-600 hours
  - Manicure-400 hours

Must be a resident of California with the Social Security Number or Tax Identification.

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

COSMETOLOGY COURSE	MINIMUM THEORY HOURS	MINIMUM PRACTICAL
TECHNICAL SUBJECT INSTRUCTIONS OPERATIONS		
1. **The Barbering and Cosmetology Act** and the Boards Rules and regulations.	20	
2. Cosmetology Chemistry: (Shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elementary chemical make-up, physical, and **chemical** changes of matter.)	20	
3. Health and Safety/Hazardous Substances: (Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including MVIADDS and Hepatitis B.)	20	
4. Theory of Electricity in Cosmetology (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment	5	
5. Disinfection and sanitation: shoe includes procedures to protect the health and safety of the consumer as well as the technician. The ten required Minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980.Disinfection will be emphasized throughout the entire training period and must be performed before use of 0 instruments and equipment .	20	10
6. Bacteriology, anatomy, and physiology.		15
7. Wet hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling and comb-outs.)	25	200
8. **Thermal Hair Styling.** (Shall include hair analysis, straightening, waving, curling with hot comb and hot curling irons, and blower styling.)		
(A) Thermal styling	20	40
(B) Press and Curl		20
9. Permanent Waving. (Shall include hair analysis, chemical and beat permanent waving.)	20	80
10. Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	20	25
11. Haircutting. (Shall include hair analysis, and the use of the razor, electric clippers, and thinning shears, for wet and dry cutting.)	20	80
12. Hair coloring and bleaching. (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.)		
Hair coloring	40	50
Bleaching		20
13. Scalp and Hair Treatments. (Shall include hair and scalp analysis, scientific brushing,		

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electric and manual scalp manipulation, and other hair treatments) 5
20

14. Facials.

(A) Manual. (Shall include cleansing, scientific manipulations, packs, and masks.) 5
10

(B) Electrical,
(Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin rare purposes; however, machines capable of producing an electrical current shall not be used to stimulate so **as** to contract, or for the purpose of contracting, the muscles of the body or face) 10 *15*

(C) Chemicals (Shall include chemical peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, know as the epidermis, may **be** removed, and only for the purpose of beautification. AU practical operations must be performed in accordance with Section 992 regarding skin peeling. 10 15

15. Eyebrow Arching and Hair Removal.
(Shall include the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.) 10 20

16. Make-up. (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.) 15 10

17. Manicuring and Pedicuring

(A) Water and Oil Manicure, including nail analysis, and hand and arm massage 5 15

(B) Complete Pedicure, including nail analysis and foot and ankle massage. 5 10

(C) Artificial Nails

1. Acrylic: Liquid and powder Brush-on 10 50
2. Artificial Nail Tips 10 50
3. Nail Wraps and Repairs 5 20

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

MANICURIST 400CLOCK HOURS

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

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

The Nail Care course of study is mandated by the State Board of Barbering and Cosmetology. It is designed to prepare students for the State Board licensing examination, This examination determines the individuals basic skills for entry level positions in the Beauty Indus". The training provided will prepare the graduate with the knowledge and skills needed to pass the State Board Examination and if desired,

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pursue a vocation at entry level, as a manicurist specialist, pedicurist, product demonstrator, nail artist nail salon manager, nail supply representative, or nail products demonstrator.
Technical instruction shall mean instruction by demonstration, lecture, classroom participation or examination: Practical Operation shall mean the actual performance by the student of a complete service on another person or on a mannequin, Such technical instruction and practical operations shall include:

MANICURIST TECHNICAL SUBJECT	MINIMUN THEORY HOURS INSTRUCTIONS	MINIMUM PRACTICAL OPERATION
1. The Barbering and the Cosmetology Act and the Board's Rules and Regulations.	10	
2. Cosmetology Chemistry related to manicuring practices (Shall include the chemical composition and purpose of nail care preparations.)	10	
3. Heath and Safety/Hazardous Substances: Shall include training in chemicals and heath in establishment, Material safety, data sheet, protection from hazardous chemical And preventing chemical injuries, heath and safety laws and agencies Ergonomics, and communicable diseases, including HIV/AIDS And Hepatitis B.	25	
4. Disinfection and santitation: Shall include procedure to protect the heath and safety of the consumer as well as the technician. The ten required minimum operation shall entail performing all Necessary functions for disinfecting instrument and equipment as Specified in sections 979 and 980. Disinfection will be emphasized Throughout the entire training period and must be performed before Use if all instruments and equipment.	20	10
5. Bacteriology, anatomy, and physiology.	10	
6. Water and Oil manicures, including hand and arm massage.	15	40
7. Complete perdicure, including foot and ankle massage.		
Acrylic: Liquid and powder brush-ons.	15	80
Nail Tips	10	60
Nail Wraps and repairs	5	40

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

MANICURIST COURSF, GRADUATION REOUIREMENTS

The student must completed the required theory hours and practical operations in Nail Care with a Grade Point Average (GPA) of **(70%) 'C' or** better, He/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination.

MANICURIST COURSE LICENSING REQUIREMENTS

California Cosmetology Law establishes the following requirement that applicant must have when file

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Application for examination:

- Be at least 17 years of age
- Has completed the 10th grade in a public school or its equivalent
- Has completed the following hours in a Board Approved School in:

  Cosmetology-1600 hours
  Barbering-1500 hours
  Esthetician-600 hours
  Manicure-400 hours

Must be a resident of California with the Social Security Number or Tax Identification.

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

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

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

	Minimum Hours Of Technical Instruction	**Miminum Practical Operation**
(1) The Barbering and Cosmetology Act, and the Board's Rules and Regulations	10	
(2) Chemistry pertaining to the practices of an esthetician. (Shall include the chemical composition and purpose of cosmetic and skin care preparation. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	10	
(3) Health and safety/Hazardous Substances: (Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics and Hepatitis B).	20	
(4) Electricity. (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment).	10	
(5) Disinfection and sanitation: (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection will be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10	
(6) Bacteriology, Anatomy, Physiology, skin care analysis and conditions.	15	
(7) Facials (A) Manual; (Shall include skin analysis, cleansing, scientific manipulations, packs and mask).	20	40
(B) Electrical: (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not used to simulate so as to contact or for the purpose of contracting,		

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the muscle of the body or face). 30 60

(C) Chemicals: (Shall include chemical peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, know as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be perform in accordance with section 992 regarding skin peeling. 20 40

(8) Eyebrow Arching and Hair Removal: (Shall include the use of wax**,** tweezers, manual or electrical, and depilatories for the removal of superfluous hair.)

(A) Tweezers 5 10

(B) Wax and Depilatories 20 40

(9) Make-up: (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.) 20 40

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

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

GRADUATION REQUIREMENTS

When a student has completed the theory required hours and practical operations for the skin care course with a Grade point Average (GPA) of “C” (70%) or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary document to file for the appropriate State Board of Barbering and Cosmetology Examination.

LICENSING REQUIREMENT-STATE OF CALIFORNIA LAW

California Cosmetology Law establishes the following requirement that applicant must have when file Application for examination:

- Be at least 17 years of age
- Has completed the 10th grade in a public school or its equivalent
- Has completed the following hours in a Board Approved School in:
  - Cosmetology-1600 hours
  - Barbering-1500 hours
  - Esthetician-600 hours
  - Manicure-400 hours

Must be a resident of California with the Social Security Number or Tax Identification.

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

COURSES OF STUDY

BARBER COURSE OF STUDY (1,500 CLOCK HOURS)

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

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

EDUCATIONAL PERFORMANCE & OCCUPATIONAL GOAL

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

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

BARBERING COURSE GRADUATION REQUIREMENTS

The student must completed the State Board required theory hours and minimum required practical operations as stated in the curriculum, for Barbering, with a Grade Point Average (GPA) of (70%) "C" or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination.

LICENSING REQUIREMENT-STATE OF CALIFORNIA COSMETOLOGY LAW

California Cosmetology Law establishes the following requirement that applicant must have when file Application for examination:

- Be at least 17 years of age
- Has completed the 10th grade in a public school or its equivalent
- Has completed the following hours in a Board Approved School in:

  Cosmetology-1600 hours
  Barbering-1500 hours
  Esthetician-600 hours
  Manicure-400 hours

Must be a resident of California with the Social Security Number or Tax Identification.

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

CURRICULUM FOR BABERING COURSE

TECHNICAL SUBJECT	MINIMUM THEORY HRS INSTRUCTIONS	PRACTICAL OPERATIONS
1. **The Barbering and Cosmetology Act and the Boards Rules and regulations.**	20	
2. **Cosmetology Chemistry:** (Shall include the chemical composition and the purpose of cosmetic, hair, and skin care preparations. Shall also include the elementary chemical make-up, physical, and **chemical** changes of matter.)	20	

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3. **Health and Safety/Hazardous Substances:** (Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including MVIADDS and Hepatitis B.) 45

4. **Theory of Electricity in Barber:**
(Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment 5

5. **Disinfection and sanitation:** includes proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishment. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instrument and equipment. 20 20

6. **Bacteriology, anatomy, and physiology.** 15

7. **Hair Styling:** Include Scalp hair analysis, electric curling irons and blower styling. Finger waving, pin curling, comb out, straightening, shampooing 65 240

8. **Scalp and Hair Treatments.** (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.) 10 20

9. **Permanent Waving.** (Shall include hair analysis, Wrapping technique, permanent waving. 20 80
Chemical waving and safety precautions in using chemicals

10. **Chemical Straightening**
(Shall include hair analysis, and the use of sodium hydroxide and other base solutions.) 20 25

11. **Haircutting.** (Shall include hair analysis, and the use of the razor, electric clippers, and thinning shears, for wet and dry cut 20 80

12. **Hair coloring and bleaching.** (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers.
Shall not include any credit for color rinses.)
A/Hair coloring 40 50
B/Bleaching 20 25

13. **Fundamentals of Shaving:** Include prepare client's hair for shaving, assessing The condition of the client's skin performing Free-hand position and stroke, back-hand position Postion and stroke, reverse free-hand stroke, mustache and design, apply after-shave antiseptic 100 40

14. **Rest Facials.**
(Shall include cleansing, scientific manipulations, massage and apply cosmetic. 10 20

15.Hair piece:(Includes tape measurement, putting and styling hairpiece, cleansing and styling Hair piece) 5 5

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16. The Salon Business and on the job (additional training)
(including going into business for yourself, open your own salon business plan, regulation Business laws, insurance, business operation, record-keeping, communication skill) 30 70

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

COSMETOLOGY INSTRUCTOR COURSE OF STUDY (600 HOURS) (Effective January 1, 1995)
(D.O.T. # 075-127-010-Cosmetology Instructor) (CIP # 12.0499 other)
The course of the study for the students enrolled in a cosmetology instructor training course shall consist of six hundred (600) clock hours of technical instruction and practical operation in teaching the art of cosmetology, as defined in section 7316 of the Barbering and Cosmetology Act.

COSMETOLOGY INSTRUCTOR COURSE EDUCATION GOALS
The State Board of Barbering and Cosmetology mandates the Cosmetology Instructor course. It is designed to prepare licensed cosmetologists for the state Board Instructor licensing examination. This examination determines the individual basic skills for entry-level positions in the Beauty Industry. The training provided will prepare the graduate with the knowledge and skills needed to pass the State Board Examination and if desired, pursue a vocation at entry level, as a Cosmetology Instructor, manicurist specialist, pedicurist, nail artist, nail salon manager, nail supply representative, nail products demonstrator, hairdresser, salon manager, manicurist, pedicurist, skin care technician, hair colorist, salon owner, cosmetic sales representative, beauty supply representative, product demonstrator
Technical instruction means instruction by demonstration, lecture, classroom participation, or examination, practical operation shall mean the actual performance by the instructor trainee of teaching techniques and principles

COSMETOLOGY INSTRUCTOR SUBJECT	MINUMUM HOURS OF TECHNICAL INSTRUCTION	MINIMUM HOURS OF PRACTICAL OPERATIONS
1. The Barbering and Cosmetology Act and Board's Rules And Regulations.	10	
2. Preparatory Instruction		
(a) Instructional techniques: method of instruction; lecture; Demonstration, performance; communication skills; instructional Aids, and use of questions to promote learning.	40	
(B) Organization techniques: 4 step teaching method; performance Objectives, and learning domains, etc.	30	50
(C) Lesson planning: subject title; outlines development; And visual aids, etc.	60	50
(D) Techniques of evaluation: purpose of tests; types of test, Test administration; scoring; and grading, etc.	10	
3. Conducting classroom and technical instructions and Demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations.(Shall be conducted under supervision of a licensed instructor.)	140	
4. Supervising and training of students while they are practicing		

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the art of cosmetology on a live person or mannequin in a classroom or laboratory. 100

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

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

Cosmetology Instructor COURSE PERFORMANCE OBJECTIVE

To achieve professional competency and the ability to:

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

COSMETOLOGY INSTRUCTOR COURSE GRADUATION REQUIREMENT:

When a student has completed the required theory hours and practical operations in Cosmetology Instructor with a GPA (Grade Point Average) of (70%) or "C" or better, he/she is awarded a diploma certifying his/her graduation.

BARBER CROSSOVER COURSE (400 HOURS)

The curriculum for student enrolled in a barber crossover course for cosmetologists shall consist of a minimum of four hundred(400) clock hours of technical instruction and practical operations covering all practices of a barber pursuant to Section 7316 of Barbering and Cosmetology Act.

EDUCATIONAL PERFORMANCE & OCCUPATIONAL GOAL

It is designed to prepare students for the State Board licensing examination. This examination determines the individuals basic skills for entry level positions in the Beauty Industry. The training provide will prepare the graduate with the knowledge and skills needed to pass the State Board examination and if designed, pursue a vocation at entry , for employment as a Barber, salon manager, salon owner, and basic Skills required to apply for Instructor Training to become a licensed Instructor.

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:

MINIMUM SPECIFIED PRACTICAL OPERATIONS SHALL INCLUDE:

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Hair Styling	15
Hair Permanent Waving	20
Hair Straightening	15
Hair Coloring & Bleaching	10
Hair Cutting	25
Shaving	100
Cumulative hours	185

SUBJECT OF TECHNICAL INSTRUCTION SHALL INCLUDE: **Min. Hours**

1. The Barbering and Cosmetology Act and the Boards Rules and regulations. 10
2. Health and Safety/Hazardous Substances: (Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including MVIADDS and Hepatitis B.) 20

3. **Disinfection and sanitation:** includes proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishment. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instrument and equipment. 10

4. **Bacteriology, anatomy, and physiology.** 10

5. **Hair Styling:** Include Scalp hair analysis, electric curling irons and blower styling. Finger waving, pin curling, comb out, straightening, shampooing 30

6. **Permanent Waving.** (Shall include hair analysis, Wrapping technique, permanent waving. 5 Chemical waving and safety precautions in using chemicals

7. **Chemical Straightening**
(Shall include hair analysis, and the use of sodium hydroxide and other base solutions.) 5

8. **Haircutting.** (Shall include hair analysis, and the use of the razor, electric clippers, and thinning shears, for wet and dry cut 10

9. **Hair coloring and bleaching.** (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rings
A/Hair coloring 15
B/Bleaching

10. **Fundamentals of Shaving:** Include prepare client's hair for shaving, assessing The condition of the client's skin performing Free-hand position and stroke, back-hand position

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and stroke, reverse free-hand stroke, mustache and design, apply after-shave antiseptic 100
Following facial services, massaging the client's face, rolling cream massages)

Cumulative Hours **215**

GRADUATION REQUIREMENTS

When a student has completed the theory required hours and practical operations for the course with a Grade point Average (GPA) of "C" (70%) or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary document to file for the appropriate State Board of Barbering and Cosmetology Examination.

LICENSING REQUIREMENT-STATE OF CALIFORNIA COSMETOLOGY LAW

California Cosmetology Law establishes the following requirement that applicant must have when file Application for examination:

- Be at least 17 years of age
- Has completed the 10th grade in a public school or its equivalent
- Has completed the following hours in a Board Approved School in:
  - Cosmetology-1600 hours
  - Barbering-1500 hours
  - Esthetician-600 hours
  - Manicure-400 hours

Must be a resident of California with the Social Security Number or Tax Identification.

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

COSMETOLOGY CROSSOVER COURSE (400 HOURS)

The curriculum for student enrolled in a crossover to Cosmetologists shall consist of a minimum of four hundred(400) clock hours of technical instruction and practical operations covering all practices of a cosmetology pursuant to Section 7316 of Barbering and Cosmetology Act.

EDUCATIONAL PERFORMANCE & OCCUPATIONAL GOAL

It is designed to prepare students for the State Board licensing examination. This examination determines the individuals basic skills for entry level positions in the Beauty Industry. The training provide will prepare the graduate with the knowledge and skills needed to pass the State Board examination and if designed, pursue a vocation at entry , for employment as a Cosmetologist, salon manager, salon owner, and basic Skills required to apply for Instructor Training to become a licensed Instructor.

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:

MINIMUM SPECIFIED PRACTICAL OPERATIONS SHALL INCLUDE:

Hair Styling	**10**	**Electrical Facial**	**25**
Hair Permanent Waving	**10**	**Chemical Facials**	**25**

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Hair Straightening	**10**	**Eyebrow Beautification**	**50**
Hair Coloring & Bleaching	**10**	**Make up**	**25**
Hair Cutting	**10**	**Manicuring & Pedicuring**	**25**
Manual Facial	**25**	**Artificial Nails & Wraps (120 nails)**	**40**
		CUMULATIVE HOURS	**265**

SUBJECT OF TECHNICAL INSTRUCTION SHALL INCLUDE: Min. Hours

1. **The Barbering and Cosmetology Act and the Boards Rules and regulations.** 10
2. **Health and Safety/Hazardous Substances:** (Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including MVIADDS and Hepatitis B.) 20

3. **Disinfection and sanitation:** includes proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishment. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instrument and equipment. 10

4. **Bacteriology, anatomy, and physiology.** 10

5 **Manual, Electrical and Chemical Facials** 25
(Manual Facial including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus. Chemical Facials include chemical skin peels, packs, masks and scrubs)

6. **Eyebrow Arching and Hair Removal** 10
(The use of wax, tweezers, electric or manual and Depilatories for the removal of Superfluous hair)

7. **Make-up** 15
(Skin analysis, complete and corrective make-up, lash and brow tinting and application of **False eyelashes.)**

8. **Manicuring and Pedicuring** 10
(Water and oil manicuring, including nail analysis, and hand/foot and arm/ankle massage)

9. **Artificial Nails and Wraps** 25
(Liquid and powder brush-on, artificial nail tips and nail wraps and repairs)
A/Hair coloring

CUMULATIVE HOURS 135

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GRADUATION REQUIREMENTS

When a student has completed the theory required hours and practical operations for the course with a Grade point Average (GPA) of "C" (70%) or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary document to file for the appropriate State Board of Barbering and Cosmetology Examination.

LICENSING REQUIREMENT-STATE OF CALIFORNIA COSMETOLOGY LAW

California Cosmetology Law establishes the following requirement that applicant must have when file Application for examination:

- Be at least 17 years of age
- Has completed the 10th grade in a public school or its equivalent
- Has completed the following hours in a Board Approved School in:

  Cosmetology-1600 hours
  Barbering-1500 hours
  Esthetician-600 hours
  Manicure-400 hours

Must be a resident of California with the Social Security Number or Tax Identification.

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

COURSE EQUIPMENTS REQUIREMENT FOR THE SCHOOL USED FOR INSTRUCTION

*10 Mannequins with full head of hair are used by instructors to demonstrations.
*Closed, clean cabinets to hold all clean towels.

The following lists of equipment are **owned** by school and will be provided to students without charge.

*Time clocks (2) to be share by all students
*One covered waste receptacle for disposal of hair.
*Closed receptacles to hold all soiled towels, gowns and sheets
*The customer service station has four sufficient disinfectant solution jar to allow for the total immersion of tools and instruments.
*One box 12 Qt disinfectant solution for instruments and equipment to be disinfected, is covered at all times in the school. It is changed whenever visibly cloudy or dirty.
*School shall have disinfectant solution mixed according to manufacturer's directions, available for use at all times. A manufacturer-labeled container for the disinfectant used is available at all times in the school
*Shampoo bowls, 5 pieces, and one sink to be shared by Cosmetology, Nail care, and Barber students for practical operation.
*Facial chair (two chairs), for customer service under instructor supervision and practical operation
* Dryer 6 pieces
* Manicure station (6)
*Electrical cap, 2 pieces

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* Thermal hair straightness (2)
*Stove, for non-electric comb (2)
* Non-electric comb (4)
*Electric comb (2 pieces)
*Electric curling iron (2 pieces)
* Non- electric curling iron) (3), at two sizes.
*Ball head mannequins (2 heads)
* Light therapy pack that includes red, blue, and white, 2 packs to be share for all students
* T.V.DVD, 5 sets to be shared for all students
*.Facial machine 2 sets includes steamer, to be shared by Cosmetology and facial students under supervision by instructor.

COSMETOLOGY COURSE AND BARBER
1. Student chair, one for each student
2. Manicure table/ classroom table, one for two students.
3. Counters for practicing, one for each student
4. Cabinet for students, one for each student
5. Hair cut chair with headrest, each for three students, use for hair cutting, hair styling, chemical application, and facial practical operation.

NAIL CARE COURSE:
1. Student chair, one for each student
2. Manicure table/ classroom table, one for two students.

ESTHETICIAN COURSE:
1. Student chair, one for each student
2. Student table, one for two students.
3. Counters for practicing, one for each student
4. Cabinet for students, one for each student
5. Hair cut chair with headrest, each for three students, use for facial practical operation.

Victoria Beauty College Inc.

ORGANIZATIONAL CHART
VICTORIA BEAUTY COLLEGE INC

SCHOOL DIRECTOR
& FINANCIAL DIRECTOR
HIEN TRAN

INSTRUCTORS

HIEN TRAN

ANNE TRAN

FARAH R.

LETICIA GRANADOS

TUAN V. DINH

SOPHIA TRAN

Victoria Beauty College Inc.

VICTORIA BEAUTY COLLEGE INC

RULES & REGULATIONS

Hours of School Attendance

Monday	Morning/Afternoon	9:00 or 9:30 AM to 4:00 PM
Tuesday through Friday	Morning Classes	9:00 or 9:30 AM to 2:30 PM
Tuesday through Friday	Morning Classes	9:00 or 9:30 AM to 5:00 PM
Tuesday through Friday	Afternoon Classes	12:30 or 1:00 PM to 7:00 PM
Tuesday through Friday	Evening Classes	4:30 or 5:00 PM to 7:00 PM
Saturday	Morning/Afternoon/Evening	9:00 AM to 4:30 PM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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